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WordPerfect
FOR THE AMIGA®

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About the manual

Your approach to this manual depends on what you want to do and how much you already know. If you are installing WordPerfect on your computer for the first time, read the Installation section first. If you are new to word processing, spend some time with the lessons in the Learning section, then move on to the Reference section to learn about the features. If you are familiar with word processing, thumb through the lessons and use the Reference section to learn about each feature.

Sections in the manual

The following list gives a brief description of each section in the manual.

Getting Started
Acquaints you with WordPerfect. After a brief introduction, the main ideas behind WordPerfect are discussed.

Learning
Contains lessons which take you step-by-step through various word processing tasks.

Reference
Includes information about each WordPerfect feature and how it is used.

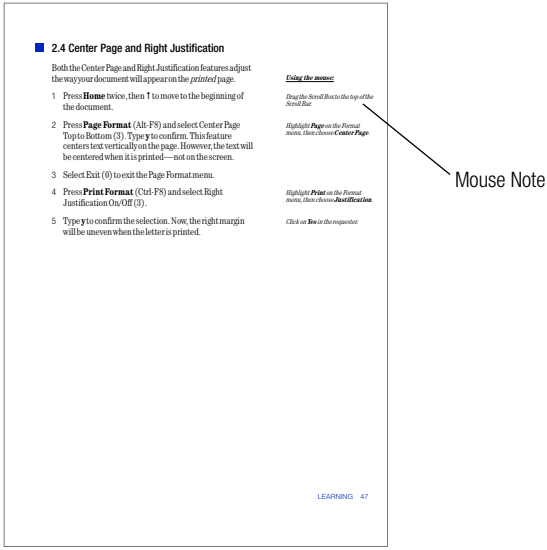
Installation
Takes you through installing WordPerfect on your computer, initializing and copying diskettes, and selecting your printers.

Appendix
Contains additional information regarding printer definitions, what is found on the diskettes, and other special situations.

Glossary/Index
Includes a glossary for those who are new to computers and, of course, a complete index.

Using the mouse

This manual emphasizes the function keys; however, for the benefit of the mouse user, notes in the margin explain the same steps using the mouse, as shown below:



2.4 Center Page and Right Justification

Both the Center Page and Right Justification features adjust the way your document will appear on the *printed* page.

Using the mouse:

1 Press **Home** twice, then **↑** to move to the beginning of the document.

Drag the Scroll Box to the top of the Scroll Bar.

2 Press **Page Format** (Alt-F8) and select Center Page Top to Bottom (3). Type **y** to confirm. This feature centers text vertically on the page. However, the text will be centered when it is printed—not on the screen.

*Highlight **Page** on the Format menu, then choose **Center Page**.*

3 Select Exit (0) to exit the Page Format menu.

4 Press **Print Format** (Ctrl-F8) and select Right Justification On/Off (3).

*Highlight **Print** on the Format menu, then choose **Justification**.*

5 Type **y** to confirm the selection. Now, the right margin will be uneven when the letter is printed.

*Click on **Yes** in the requester.*

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Mouse Note

Manual conventions

These words have specific meanings and are used throughout the lessons and reference material:

Type
Type the bolded characters following this command.

Point
Move the pointer to the specified position.

Enter
Type the bolded characters following this command, then press **Return**.

Move
Move the cursor to the specified position. You can either use the arrow keys (by themselves, or in combination with other cursor keys), or point to the specified position and click the Select button on the mouse.

Select
Choose an option from the displayed menu by typing the option number or clicking on the option.

Block
Highlight a block of text using the Block feature. This can be done using the function keys or the mouse:

Function keys	Turn on **Block** (Alt-F4) and move (with the arrow keys) to the end of the block.
Mouse	Point to where you want the block to start, press the Select button, move to the end of the block while holding down the Select button, then release the Select button. You can also choose Block on the Edit menu, then move (with the arrow keys) to the end of the block. When you see the "Block" command in the manual, use any of these ways to highlight the text.

When you are given a keystroke to press, the keys may appear in parentheses by themselves, or with another key. If you see two keys separated by a dash, hold down the first key while quickly striking the second. If you see keys separated by a comma, release the first key before striking the second.

(F7)	Press the F7 key.
(Shift-F7)	Hold down the Shift key, then press the F7 key.
(Shift-F7, Y)	Hold down the Shift key, then press the F7 key, release both keys, then type **y**.

This WordPerfect manual assumes that you understand the basics of operating an Amiga computer. Before you get started, make sure you understand such terms as "Scroll Box," "requester," and "Workbench." If not, refer to either the 500, 1000, or 2000 version of the *Introduction to the Amiga* manual.

Getting Started

Before you start

Installation

The Installation section should be read first. Step-by-step instructions for installing WordPerfect on your computer, initializing and copying diskettes, and selecting printers are included.

Drive 0 and Drive 1

The Amiga can have more than one drive. The drive from which you boot your machine is called **df0:** or drive 0. The external drive is called **df1:** or drive 1. In this manual, these drives will be referred to as drive 0 and drive 1; however, anytime you need to specify the drive in a pathname, enter **df0:** or **df1:**.

Function keys

WordPerfect uses some of the keys on your keyboard to perform its many features (see the Quick Reference card). These function keys work in many different ways. Some, such as Bold and Underline, simply toggle a feature on and off. Others, such as Print and Footnote, display a menu of choices. Still others begin a feature such as Center or Indent that is ended when Return is pressed. The Save and Retrieve features, on the other hand, require that a filename be entered.

On the Amiga, these function keys are labeled F1 through F10, and are located at the top of the keyboard.

Materials

Take a moment to make sure you have all the necessary materials. These include backup copies of the WP, Print, Speller/Thesaurus, and Learn diskettes, a keyboard template, keycals (for the Amiga 1000), and a Quick Reference card. Also make sure you have selected your printers. If so, you are ready to begin.

Explanations for backing up diskettes and selecting printers are given in the Installation section. If you have not already made backups and selected printers, refer to that section now.

The template

The keyboard template is WordPerfect's menu. It is placed above the function keys to label most of the WordPerfect features. If you have an Amiga 500, peel the covering off the back of the template and place the template above the function keys. If you have an Amiga 1000, place the template in the slot above the function keys. If you have an Amiga 2000, place the template around the function keys. If the template does not fit your keyboard, return it with the name of the keyboard you are using and your name and address to:

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Orem, Utah 84057

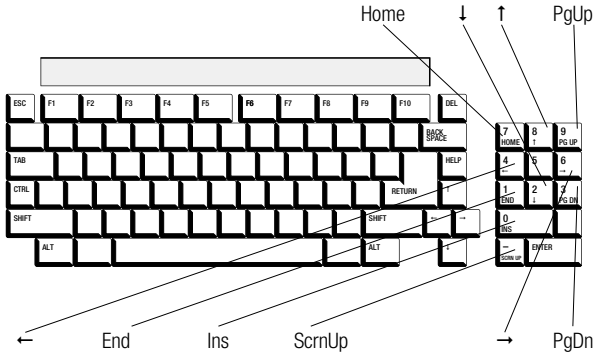
A replacement template will be sent to you.

The template and Quick Reference card are color coded. The color of the feature on the template determines whether you press the key alone, or in combination with another key:

Black	Press the function key.
Green	Hold down Shift and press the key.
Blue	Hold down Alt and press the key.
Red	Hold down Ctrl and press the key.

Keycals

Several keycals have been provided for use with the Amiga 1000. Peel the keycals from the card and apply them as shown below:



1 = End
2 = Down Arrow
3 = Pg Dn
4 = Left Arrow
6 = Right Arrow
7 = Home
8 = Up Arrow
9 = Pg Up
0 = Ins
– = Scrn Up

Throughout the manual, these cursor keys will be referred to by the name on the keycal rather than the number.

Quick Reference

This card contains the location of all WordPerfect features. Like the template, these features are color coded. The Quick Reference also contains a summary of the startup procedures to use after WordPerfect has been installed. Keep it handy!

5 keys to know

Num Lock

The Amiga keyboards have a separate 10-key number pad that can also be used for cursor movement in WordPerfect. If you want to use the number pad for numbers, press Num Lock, or hold down Shift and press a number. (On the Amiga 1000, holding down Alt while pressing – on the number pad is equivalent to pressing Num Lock.) Press Num Lock again, or release Shift, for cursor movement. Several cursor movement keys are found only on the number pad. On the Amiga 1000, these keys have keycals to distinguish them.

When asked to press a number key (1, 2, 3, etc.) in response to a menu of choices, use the numbers at the top of the keyboard instead of those on the number pad.

Help

Press this key for information about each WordPerfect feature. An alphabetical listing of features and where they are found can be displayed by pressing Help, then typing a letter.

Backspace

Use this key to erase mistakes as you type.

Return

Use this key in WordPerfect to end a short line or to send a command to the computer. For example, to retrieve or save a file, you must type a filename, and then press this key. Also, press this key any time you see the command "Enter" in the manual.

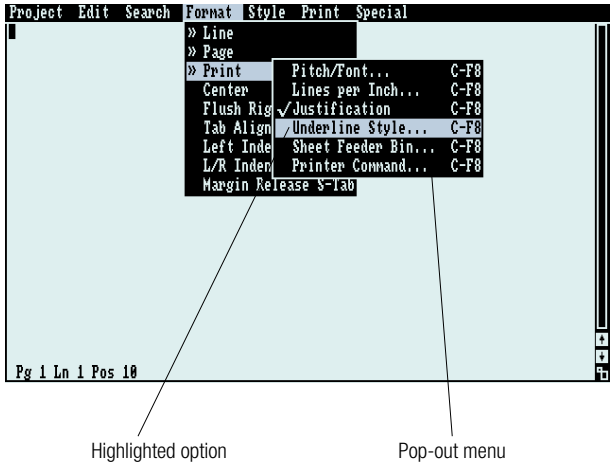
Cancel

Use this key (F1) to back out of features that display a requester. For example, the Exit, Save, Retrieve, Block, and Search prompts can all be canceled by striking this key once or twice. This key also restores text that has been erased by any of the delete keys.

The Mouse

You can select any WordPerfect feature with the mouse, as well as with the function keys. Holding down the right-hand mouse button (the Menu button) displays the menu bar across the top of the screen. Without releasing the Menu button, point to any of the seven titles to display a menu of features. To select a menu option, move down the list and release the Menu button when the option you want is highlighted.

The double brackets (») to the left of some of the options indicate a submenu (pop-out menu) for that option. While still holding down the Menu button, highlight an option with a double bracket to display the pop-out menu. To select an option from the pop-out menu, point to the option to highlight it and release the Menu button.



As you go through the manual, remember that you can use the mouse with any of the features for which you use function keys. The notes for the mouse are found in the margin.

Start WordPerfect

Two disk drives

1 Turn on the computer.

If the screen displays the Kickstart diskette,

2 Insert the Kickstart diskette into drive 0.

When the screen displays the Workbench diskette,

3 Replace the Kickstart diskette in drive 0 with the WP diskette (or just insert the WP diskette).

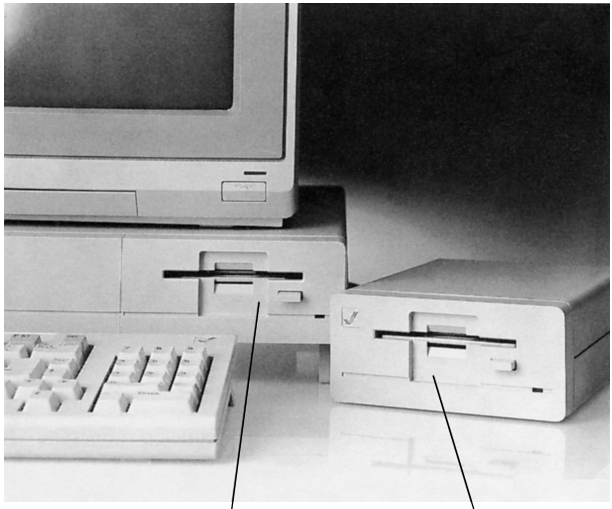
When the Workbench is displayed,

4 Double-click on the WP icon. A window with a WordPerfect icon is displayed.

5 Double-click on the WordPerfect icon.

You are booted into WordPerfect, and a clear document window is displayed. You are now ready to start typing.

6 Insert the Data diskette into drive 1.



Hard disk

1 Turn on the computer.

When the Workbench is displayed,

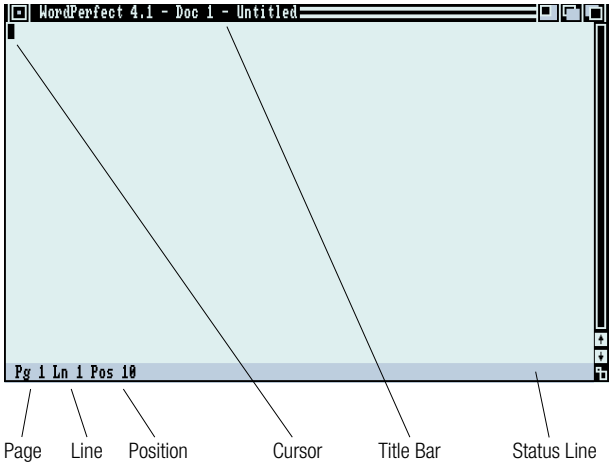
2 Point to your hard disk icon and double-click the Select button. A window with a WP drawer is displayed.

3 Double-click on the WP drawer. A window with a WordPerfect icon is displayed.

4 Double-click on the WordPerfect icon and a clear document window is displayed.

Clear Window

Starting WordPerfect is like rolling a clean sheet of paper into a typewriter with margins and spacing already set. (See Formatting in the Reference section for a complete list of initial format settings.)



Title Bar

In WordPerfect, the title bar shows which WordPerfect window you are in (Doc 1, Doc 2,...), and the filename of the document in the window. When you first start WordPerfect, the filename says "Untitled."

Cursor

The solid rectangle or *cursor* points like a finger to where you are on the screen. The status line at the bottom of the screen tells you the exact location of the cursor at all times.

Status line

Along with the cursor position, this line also displays messages and warnings from WordPerfect.

Preview WordPerfect

During the preview you will type, edit, and print a few paragraphs of text. Some of the fundamentals of WordPerfect are introduced here.

Type a paragraph

Type the following paragraph without pressing **Return**. Press **Backspace** to erase mistakes as you type.

1 Type **Bears have been searching for food in campgrounds since the tourist season started. For this reason, we are increasing patrols for the next few weeks.**

Insert a tab

Change the format by inserting a tab.

1 Move to the "B" in the word "Bears."

Use the arrow keys to move the cursor.

2 Press **Tab** to indent the first line of the paragraph.

Insert some text

Edit the paragraph.

1 Move to the "f" in the word "food."

2 Type **Chinese take-out** as the additional text.

3 Press the **Space Bar** to insert space between "take-out" and "food."

Use the Help key

The Help key displays information about each feature.

1 Press **Help** and read the first Help screen.

2 Type **c** to find out where the Center key is located.

Using the mouse:

Point to the "B" in "Bears" and click the Select button.

Point to the "f" in "food" and click the Select button.

3 Press **Center** (Shift-F6) to read about the Center key.

4 Press the **Space Bar** to return to your paragraph.

Finish the paragraph

Type an interesting ending to the first paragraph.

1 Press **Home**, **Home**, ↓ to move to the bottom of the document.

The end of the paragraph is the bottom of the document. The cursor moves only through text and codes—it will not move through "nothing."

2 Type two spaces and finish the paragraph with two or three sentences of your own invention. (If you can't think of anything, just type this paragraph.)

Divide the paragraph

Make two paragraphs out of the one you just typed.

1 Move to the beginning of the first word of the text you just typed.

2 Press **Return** twice to create a new paragraph.

3 Press **Tab** to indent the first line of the new paragraph.

Change your mind

Return the second paragraph to its original place.

1 Press **Backspace** three times to create a single paragraph.

Using the mouse:

Drag the Scroll Box to the bottom of the Scroll Bar.

Center a title

Type a centered title.

1 Move to the top of the document (**Home**, **Home**, ↑).

2 Press **Return** twice to add some space.

3 Press the **Up Arrow** (↑) twice to move to the top of the document.

4 Press **Center** (Shift-F6) to begin centering.

A center code that you cannot see has been placed in the text.

5 Type **"Bears"** as the title.

Using the mouse:

Drag the Scroll Box to the top of the Scroll Bar.

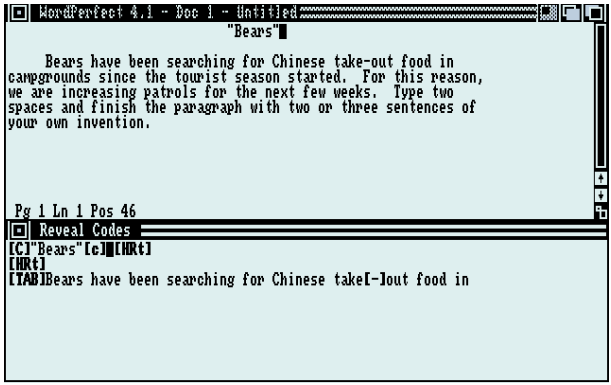
*Choose **Center** on the Format menu.*

Delete a code

You have changed your mind again and decide you don't want the title centered.

1 Press **Reveal Codes** (Alt-F3) to display the Reveal Codes window.

*Choose **Reveal Codes** on the Edit menu.*



See Codes in the Reference section for a complete list of codes and their meanings.

2 Move to the right of the Center on code [C].

3 Press **Backspace** to delete the Center on code.

You can cancel centering by deleting either the "on" [C] or "off" [c] codes.

4 Press the **Space Bar** or any other key to return to the document window.

The title should be at the left margin.

Using the mouse:

Click on the Close gadget in the Reveal Codes window.

Print the page

Do a page print.

1 Press **Print** (Shift-F7), then select Page (2) to print the page.

Unless there is more than one page, "Full Text" and "Page" print the same thing.

*If your printer is set for "Hand-fed forms," roll a sheet of paper into the printer, press **Print** (Shift-F7), select Printer Control (3), and select Send Printer a Go (G) to start printing.*

If the printer does not print, and you have installed WordPerfect and selected your printer, see Printer Troubleshooting in the Reference section.

*Choose **Page** on the Print menu.*

*Choose **Control** on the Print menu, then choose **Send Printer a Go**.*

Exit WordPerfect

When you finish using WordPerfect, you must exit before turning off your computer. Turning off the machine before exiting may cause problems.

Using the mouse:

1 Press **Exit** (F7) to begin exiting the document. A requester appears on the screen. You now have three choices.

*Choose **Exit/Restart** on the Project menu.*

2 Type **n** to not save the file, then type **n** again to clear the screen.

*Click on **No** in the requester, then on **No** again.*

or

2 Type **n** to not save the file, then type **y** to exit WordPerfect.

*Click on **No** in the requester, then on **Yes**.*

or

2 Type **y** to save the file, name the file, then type **n** or **y** to clear the screen or exit WordPerfect.

*Click on **Yes**, then on **No** or **Yes** again.*

When you see the Workbench or the CLI on the screen, you have exited WordPerfect.

If you have printed while in WordPerfect, you may see the Printer Control window after exiting. This will disappear after about a minute.

You may now turn off your machine or load another program.

*If you make a mistake and want to start the exit again (or you want to return to your document), press **Cancel** (F1) while any of the exit prompts are still on your screen. You may need to press **Cancel** more than once.*

Typing

Word wrap

One of the differences between a typewriter and WordPerfect is the *word wrap* feature. WordPerfect automatically wraps the cursor at the end of the line. You don't press **Return** until you get to the end of a paragraph or short line of text.

Insert vs. Typeover

WordPerfect uses the *Insert* mode as the main form of editing. This means that when you move the cursor into existing text and begin typing, text is inserted at the cursor, pushing existing text to the right. The alternative is to type over the existing text. Press **Ins** (0 on the number pad) to change WordPerfect to Typeover mode. The text you type in replaces existing text. Press **Ins** again to return to Insert mode.

R.S.V.P.'s

As you type and use features, WordPerfect sometimes asks you to confirm a request. The question, which can be answered with yes or no, always gives you a default reply. For example, when you print a block of text, WordPerfect displays a requester in the center of the screen. This requester asks the question "Print Block?" and displays a Yes, a No, and a Cancel button.

The default reply is the button which is highlighted. If "No" is the highlighted button, you can press **n** or any other key on the keyboard, except **y**, for a no response. This is a safeguard in case you press the wrong key.

You can also select a button by clicking on it with the mouse. Point to the button you want and click on the Select button of the mouse.

Repeating keys

The keys on many keyboards repeat simply by holding the key down. This can cause problems until you become accustomed to your keyboard. For example, if you hold down a function key instead of quickly striking it, you may cancel the feature or enter a number of unwanted codes. Caps Lock, Shift, Alt, and Ctrl are among the few keys that do not repeat when held down.

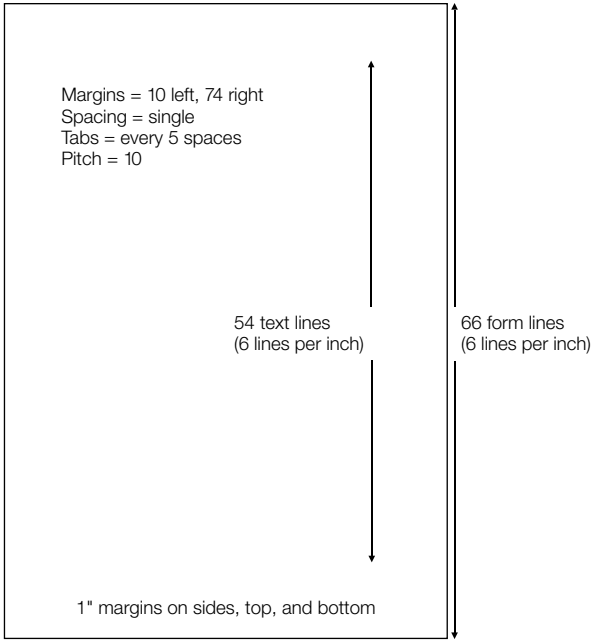
Zeros and O's, Ones and L's

If you are in the habit of typing an **l** (lowercase L) for a **1** (one) or an **O** (uppercase o) for a **0** (zero), promise you will never do it on your computer. These are very different characters to your computer and should *never* be substituted for one another.

Formats

Preset formats

You can start typing immediately after starting WordPerfect. Screen formatting and paging are automatic. Initial formats (margins, tabs, pitch, etc.) have already been set and can be changed at any time and as many times as you like throughout the document.



Document-oriented

WordPerfect is document-oriented, which means that features like page numbering and headers need only be entered once. Margins, spacing, and other format changes are entered at the cursor and are in effect from that point forward, or until another setting is entered.

Codes

Don't let this word scare you. Codes are simply commands that tell WordPerfect and your printer what to do. All word processors place codes in a document whenever you bold, underline, change margins, or, in general, change the way something looks.

WordPerfect *hides* these codes so that the text on screen appears much like the printed page. Codes and text can be viewed together at any time by pressing Reveal Codes (Alt-F3).

Codes not only tell WordPerfect how the document should look on screen, but, more importantly, they tell the printer how to print, when to underline, change margins, etc.

When you press the Underline key, an "underline on" code is entered at the cursor. Text is underlined until the Underline key is pressed again, ending underline. When you press the Tab key, a "tab" code is entered. When you change the spacing, a "spacing" code is entered. Spacing is changed to the new setting until another spacing code is found.

Codes are searched for and deleted the same as text.

Using the mouse:

*Choose **Reveal Codes** on the Edit menu.*

Printing

You can print from screen or from disk. From screen, you can print a page, document, or any block of text without having first saved it on disk. From disk, you can print a document or selected pages.

Whether you print from screen or disk, the Printer Control window is opened; however, if you print from screen, it is opened behind the WordPerfect window. As long as you are in WordPerfect, the Printer Control window will stay open. When you exit WordPerfect, the Printer Control window stays open (to let you print from any WordPerfect Corporation product) for about a minute, then closes automatically.

Hyphenation

Hyphenation improves the look of the printed page by reducing the space between characters and words. This feature is turned off when you start WordPerfect but can be turned on at any time (we recommend you wait until just before you print). You can also change the default format to "Hyphenation On" (see Set-up in the Installation section).

Printer Troubleshooting

The Printing Guide contains some printer helps (see Printer Troubleshooting). A PRINTDEF program has also been included on the Print diskette which lets you change and create printer and font definition files.

Filing

There is no need to *open* or name a file before you begin typing. You decide when, or if, the document should be saved.

After creating a document, you can save it on disk. When you retrieve a document, only a copy is shown—the original document remains untouched on disk. This means you can change the on-screen copy all you like without worrying about losing the original.

Timed Backup vs. Save

The Timed Backup feature in WordPerfect *minimizes* editing losses in the event of a machine or power failure by saving the file on screen at a designated time interval (see Backup in the Reference section). We recommend that if the Timed Backup feature is not in use, you save your work (using the Save key) every few minutes or so.

Original Backup

This feature automatically renames any file being replaced (overwritten), thus saving the original file under a new name instead of erasing it.

File Size

There is no program limit on file size. WordPerfect uses all available memory and disk space (on the WP diskette) for working space. However, to maximize editing and scrolling speed, we suggest files be kept to between 20 and 70 pages.

A standard diskette holds approximately 400 pages of double-spaced text or 200 pages of single-spaced text. However, you should reserve at least twice the amount of space as your largest document on disk (this empty space is used to prevent losing the file on disk in the event of a power failure during a save procedure).

Learning

Introduction

If you haven't read the Getting Started section, take a moment to glance over that information and become familiar with any new ideas or terms. You should already know how to start and exit WordPerfect properly before beginning the lessons.

The lessons

The lessons in the Learning section have been grouped into four parts. They introduce you to many of WordPerfect's features. The first three lessons should be done together. The rest of the lessons can be completed individually as you have time.

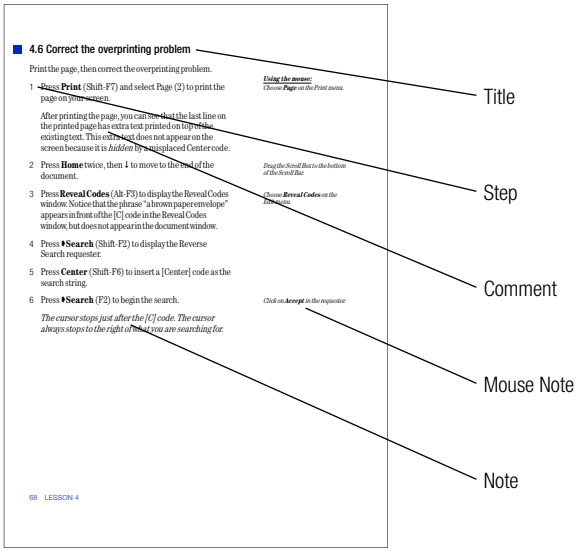
Each lesson begins with a brief introduction designed to give you an idea about the lesson. You can decide from this whether or not to go through that particular lesson at that time.

If you decide to complete the lesson, a series of steps guides you keystroke-by-keystroke through several word processing tasks. Each step begins with a title describing the task you are about to do. Illustrations of screens are shown throughout the steps to show what your screen should look like at that point.

General comments and notes help you understand what is happening as you perform the step.

The Learning section, like the rest of the manual, has mouse notes in the margin for the benefit of the mouse user.

Using the mouse:



Learning Hints

Do not become discouraged if you do not understand what is happening on your screen or need to start a lesson over again. It takes time to become familiar with the way WordPerfect and your computer work together.

You may want to refer to the following hints when you are having problems with a particular WordPerfect feature or step in the lessons:

- The Return key moves the cursor, but it also fills your document with empty lines that can push text out of sight (and out of mind). Use the arrow keys to move the cursor instead.

Point to the new position and click the Select button.

- Hold down the Alt, Shift, or Ctrl key while pressing a function key. Do not try to hold down the function key, or the WordPerfect feature will not work properly.

Using the mouse:

- The Backspace and Del keys delete your typing mistakes. A message appears if you try to delete most WordPerfect codes. Type **y** to delete the code; type **n** to leave it alone.

*Click on **Yes** to delete, or on **No** to leave the code there.*

- Deleted text can be restored by pressing **Cancel** (F1). See Undelete in the Reference section for details.

*Choose **Undelete** on the Edit menu.*

- Back out of features that display a requester (e.g., Exit, Save, Retrieve, and Search) by pressing **Cancel** (F1). You may need to press it more than once. Some requesters include a Cancel button. If this is the case, click on that button to return to the document window.

- Start a lesson over again by pressing **Exit** (F7), typing **n**, then pressing **Return** to clear your screen.

*Choose **Exit/Restart** on the Project menu, click on **No**, then on **No** again.*

- Take the time to install WordPerfect correctly, or your printer may not work properly during a lesson.

- Some features will not work when Block is on. Check the bottom of the screen for a "Block On" message, then press **Block** (Alt-F4) again to turn it off.

*Choose **Block** on the Edit menu.*

Diskettes and Drives

A diskette is also called a volume. Each diskette has a volume name. For example, "WP" is the volume name of the WordPerfect diskette. The "Data diskette" refers to the diskette you labeled "Data" during the Installation process.

A diskette drive is like a cassette recorder. It lets you save and play back information from diskettes.

On a two disk drive system, always leave the WordPerfect diskette in drive 0. Start the Learning section with the Learn diskette in drive 1. Take it out only when instructed to. After you finish the Learning section, you can replace the Learn diskette with the Data diskette.

Common problems

If you are using WordPerfect and your computer for the first time, the following suggestions may help you through some common problems when working through a lesson.

Help

Pressing **Help** on the Amiga will display the Help screen. It can be used as a quick reference to find which keystrokes perform which functions. Just press any letter of the alphabet to display all the features beginning with that letter.

Filing problems

If you're not sure a file has been saved, use List Files to display a list of the files on your disk (see List Files in the Reference section).

If the message "File not found" appears on your screen, try typing the pathname of the file again. Also check to make sure the correct diskette is in the drive.

Printer problems

If your printer does not work, check the printer cable to make sure it is plugged in at both ends and plugged into the correct port at the back of the computer. Check the power switch and the power cord.

If you have not set up WordPerfect properly, your printer won't work. Follow the directions in the Installation section.

Fundamentals

Typing

Lesson 1

In this lesson, you type a letter that confirms a reservation at Lone Pine National Park. When you finish, you print the letter, save it on a disk, then clear the screen.

While working through the lesson, you learn the following facts about WordPerfect's features:

- Backspace deletes to the left.
- Center lets you center a line of text.
- Bold and Underline highlight text.
- Caps Lock shifts the letters on your keyboard to uppercase.
- Word Wrap automatically returns the cursor to the left margin.
- Print lets you print the document on the screen.
- Exit clears your screen.
- Save (also Exit) lets you save the document on your screen to a file on disk.

The skills you learn in this lesson can be used for

- Business letters.
- Letters of introduction.
- Letters to friends.
- Most correspondence.

1.1 Center, bold, and underline

You begin the letter by centering, bolding, and underlining a heading. (Make sure the Learn diskette is in drive 1.)

1 Press **Center** (Shift-F6) to turn on centering. The cursor moves to the center of the screen.

2 Press **Bold** (F6) to turn on bolding. Notice that the number next to "Pos" on the status line is bolded when the Bold feature is on.

3 Press **Underline** (F8) to turn on underlining. Notice that the number next to "Pos" on the status line is underlined when the Underline feature is on.

4 Type **Lone Pine National Park** as the heading.

*Use **Backspace** to erase mistakes.*

5 Press **Bold** again to turn off bolding.

6 Press **Underline** again to turn off underlining.

7 Press **Return** twice: once to end centering and return the cursor to the next line, and once to add a blank line.

Using the mouse:

*Choose **Center** on the Format menu.*

*Choose **Bold** on the Style menu.*

*Choose **Underline** on the Style menu.*

*Choose **Bold** on the Style menu.*

*Choose **Underline** on the Style menu.*

1.2 Caps Lock

The Caps Lock key lets you type uppercase letters without using the Shift key.

1 Press **Caps Lock** to begin typing uppercase letters. Notice that the "Pos" at the bottom of the screen changes to "POS" as an indicator that you have pressed Caps Lock.

2 Type **reservation confirmation** in uppercase letters.

3 Press **Caps Lock** to end typing uppercase letters. "POS" changes back to "Pos."

4 Press **Return** twice to return the cursor to the next line and add a blank line.

1.3 Address and salutation

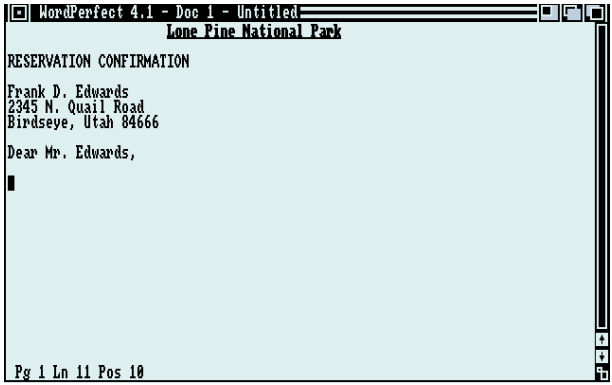
Continue the letter by typing the address and salutation, using **Return** to end each line and add blank lines.

1 Type **Frank D. Edwards** and press **Return** to return the cursor to the next line.

2 Type **2345 N. Quail Road** and press **Return**.

3 Type **Birdseye, Utah 84666** and press **Return** twice to return the cursor to the next line and add a blank line.

4 Type **Dear Mr. Edwards,** and press **Return** twice.



1.4 Word Wrap

Now, type the body of the letter. As you type, let the lines wrap automatically within each paragraph. Press **Return** only to end the last line of a paragraph.

If habit makes you press **Return** at the end of a line, press **Backspace** to delete the Hard Return.

1 Press **Tab** to move the cursor one tab stop to the right.

Lesson 3 details how to change tab stop positions.

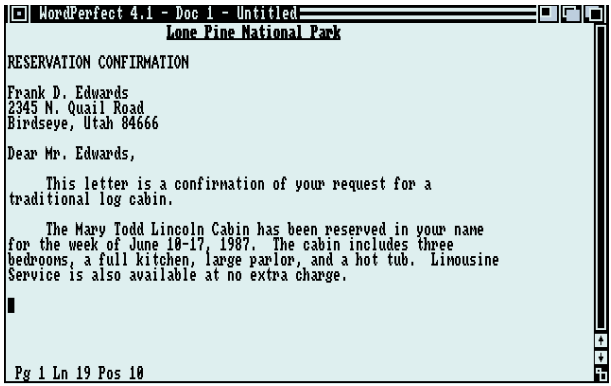
2 Type **This letter is a confirmation of your request for a traditional log cabin.**

3 Press **Return** twice to return the cursor to the next line and add a blank line.

4 Press **Tab** to move the cursor one tab stop to the right.

5 Type **The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1987. The cabin includes three bedrooms, a full kitchen, large parlor, and a hot tub. Limousine Service is also available at no extra charge.**

6 Press **Return** twice.



1.5 Close the letter

Now, type the closing.

1 Type **Warmest regards,** and press **Return** four times to return the cursor to the next line and add three blank lines.

2 Type **Ranger David Harris** and press **Return**.

3 Type **Park Reservations** and press **Return** three times.

4 Press **Underline** (F8) to turn on underlining.

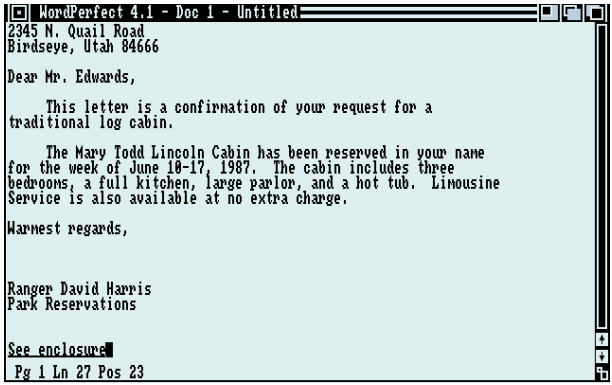
5 Type **See enclosure** to end the letter.

6 Press **Underline** again to turn off underlining.

Using the mouse:

*Choose **Underline** on the Style menu.*

*Choose **Underline** on the Style menu.*



1.6 Print and save

Before printing and saving the letter you have created, be sure that your printer is installed according to the instructions in the Installation section.

Using the mouse:

1 Press **Print** (Shift-F7) and select Full Text (1). The letter begins to print.

*Choose **Full Text** on the Print menu.*

Replace the Learn diskette with the Print diskette if instructed to do so. Make sure you insert the Learn diskette again when printing is completed.

If your printer is set for hand-fed forms, you must select "Send Printer a Go" in the Printer Control window.

*Choose **Send Printer a Go**.*

2 Press **List Files** (F5).

*Choose **List Files** on the Project menu.*

3 Press **Return** to display the files on the default volume.

*Click on **Accept**.*

4 Select Change Dir (7) to change the directory

*Choose **Change Dir**.*

5 Enter **learn:** to change the default volume to Learn.

6 Select Exit (F7) to exit List Files.

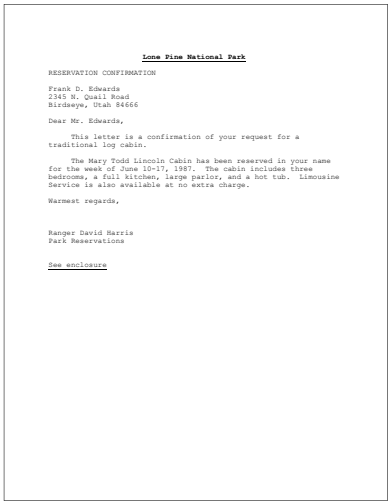
*Choose **Exit**.*

7 Press **Exit** (F7) and type **y** to save the document.

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

8 Enter **learn:cabin** as the filename.

9 Press **Return** to clear the screen without exiting WordPerfect.



Lone Pine National Park

RESERVATION CONFIRMATION

Frank D. Edwards
2345 N. Quail Road
Birdseye, Utah 84666

Dear Mr. Edwards,

This letter is a confirmation of your request for a traditional log cabin.

The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1987. The cabin includes three bedrooms, a full kitchen, large parlor, and a hot tub. Limousine Service is also available at no extra charge.

Warmest regards,

Ranger David Harris
Park Reservations

See enclosure

Using the mouse:
Click on ***No****.*

Editing

Lesson 2

In this lesson, you create a new paragraph, insert the current date, and make other editing changes to the reservation letter typed in Lesson 1. When you finish, you print the letter, replace the letter on disk with the edited version on screen, then clear the screen.

While working through the lesson, you learn the following facts about WordPerfect's features:

- Center Page Top to Bottom centers a page when it is printed.
- Date inserts the current date.
- Delete EOL (End of Line) erases a line of text.
- Delete Word deletes the word at the cursor.
- Flush Right lets you enter text from the right margin.
- Justification needs to be off to print a ragged right margin.
- Retrieve displays on the screen a copy of the file on disk.
- Reveal Codes lets you see the codes in your document.
- Save (also Exit) lets you replace a file on disk with the document on your screen.
- Word Right and Word Left move the cursor one word at a time.

The skills you learn in this lesson can be used to

- Insert text.
- Delete words.
- Delete lines of text.
- Make new paragraphs.

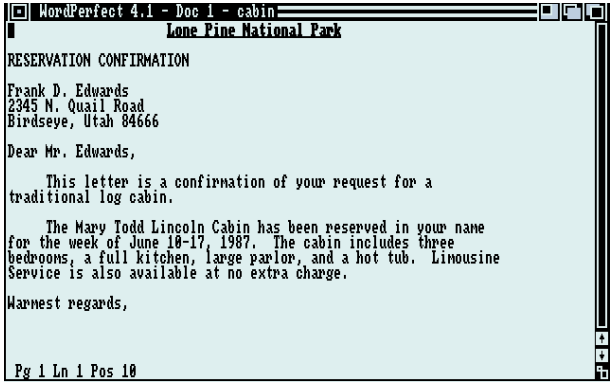
2.1 Retrieve a document

You should have already completed Lesson 1 before starting this lesson. If not, turn to Lesson 1 and complete the steps before continuing.

1 Press **Retrieve** (Shift-F10). A requester appears asking for a filename.

2 Enter **learn:cabin** as the filename. The letter you created in Lesson 1 appears on the screen.

*Remember to press **Return** after typing the word **cabin**.*



Using the mouse:

*Highlight **Retrieve** on the Project menu, then choose **File**.*

2.2 Delete text and insert the date

Begin editing the letter by deleting a line of text and inserting the current date.

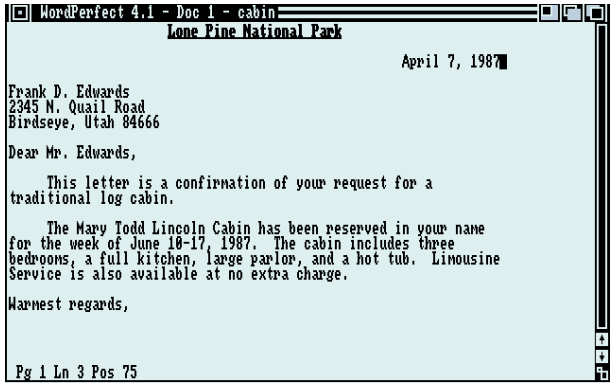
1 Press ↓ twice to move to the first letter of "RESERVATION."

2 Press **Delete EOL** (Ctrl-End) to delete the entire line.

3 Press **Flush Right** (Alt-F6), and the cursor jumps to the right margin.

4 Press **Date** (Shift-F5), then select Insert Text (1) on the Date menu to insert the current date.

If the date is incorrect, go to Amiga Preferences to adjust the date and time.



Using the mouse:

Point to the first "R" of "RESERVATION" then click the Select button.

*Highlight **Delete** on the Edit menu, then choose **To End of Line**.*

*Choose **Flush Right** on the Format menu.*

*Highlight **Date** on the Special menu, then choose **Insert Text**.*

2.3 Editing

Create and edit a new paragraph.

1 Move the cursor to the "L" in "Limousine" (Line 16 Position 66).

Using the mouse:
Point to the "L" in "Limousine." then click the Select button.

2 Press **Backspace** twice to delete two spaces.

3 Press **Return** twice to return the cursor to the next line and add a blank line.

4 Press **Tab**, and the text moves to the next tab stop.

5 Press **Word Right** (Ctrl-→) three times to move to the word "also."

Point to the first letter of "also," then click the Select button.

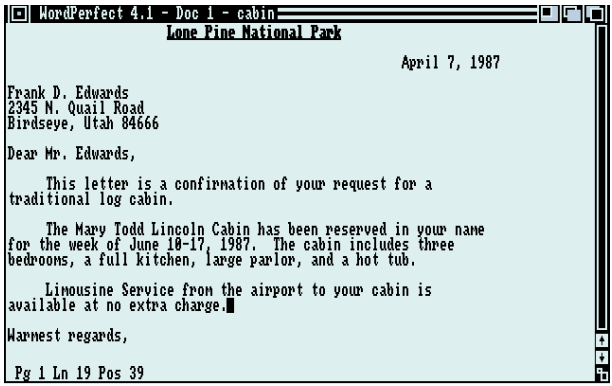
6 Press **Delete Word** (Ctrl-Backspace) to delete the word "also."

7 Press **Word Left** (Ctrl-←) to move to the left one word.

8 Type **from the airport to your cabin** to add to the sentence.

9 Press the **Space Bar** to add a space.

10 Press ↓ to rewrite the screen.



2.4 Center Page and Right Justification

Both the Center Page and Right Justification features adjust the way your document will appear on the *printed* page.

1 Press **Home** twice, then ↑ to move to the beginning of the document.

2 Press **Page Format** (Alt-F8) and select Center Page Top to Bottom (3). Type **y** to confirm. This feature centers text vertically on the page. However, the text will be centered when it is printed—not on the screen.

3 Select Exit (0) to exit the Page Format menu.

4 Press **Print Format** (Ctrl-F8) and select Right Justification On/Off (3).

5 Type **y** to confirm the selection. Now, the right margin will be uneven when the letter is printed.

Using the mouse:

Drag the Scroll Box to the top of the Scroll Bar.

*Highlight **Page** on the Format menu, then choose **Center Page**.*

*Highlight **Print** on the Format menu, then choose **Justification**.*

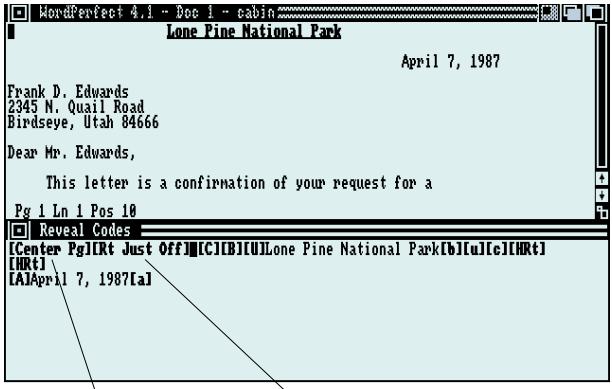
*Click on **Yes** in the requester.*

6 Select Exit (0) to exit the Print Format menu.

7 Press **Reveal Codes** (Alt-F3) and find the [Center Pg] and [Rt Just Off] codes in the Reveal Codes window.

Notice that the cursor appears the same in the Reveal Codes window as it does in the document window.

Using the mouse:
*Choose **Reveal Codes** on the Edit menu.*



8 Press the **Space Bar** to exit the Reveal Codes window.

Click on the Close gadget of the Reveal Codes window.

2.5 Print and save

Print and save the letter, then clear the screen.

1 Press **Print** (Shift-F7) and select Full Text (1) on the Print menu. The letter begins to print.

You may need to swap the Print and Learn diskettes several times. Don't forget to insert Learn when printing is complete.

2 Press **Exit** (F7) and type **y** to save the letter.

3 Press **Return** to accept the current filename.

4 Type **y** to replace the original letter on disk with the edited letter on your screen.

5 Type **n** to clear the screen.

Lone Pine National Park

April 7, 1987

Frank D. Edwards
2345 N. Quail Road
Birdseye, Utah 84666

Dear Mr. Edwards,

This letter is a confirmation of your request for a traditional log cabin.

The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1987. The cabin includes three bedrooms, a full kitchen, large parlor, and a hot tub.

Limousine Service from the airport to your cabin is available at no extra charge.

Warmest regards,

Ranger David Harris
Park Reservations

See enclosure

Using the mouse:
*Choose **Full Text** on the Print menu.*

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

*Click on **Accept** in the requester.*

*Click on **Yes** in the requester.*

*Click on **No** in the requester.*

Formatting

Lesson 3

In this lesson, you make several formatting changes to the reservation letter edited in Lesson 2. Some of the changes appear on the screen (margins, double spacing). Some of the changes appear only when the letter is printed (pitch, page length, lines per inch).

You are also introduced to the List Files window. The List Files window displays all or part of the files on a disk or in a directory.

Lesson 8 gives you more practice with the List Files feature.

While working through the lesson, you learn the following facts about WordPerfect's features:

- List Files displays an alphanumerical list of the files on a disk.
- List Files lets you retrieve, delete, and/or print a file.
- Line Format lets you change margins, tabs, and spacing.
- Print Format lets you change pitch and lines per inch.
- Page Format lets you change page length and center the page at the printer.

The skills you learn in this lesson can be used to change the appearance of a printed page.

3.1 Retrieve a document

You should have already completed Lessons 1 and 2 before starting this lesson. If not, turn to those lessons and complete the steps before continuing.

1 Press **List Files** (F5) to display the current directory.

2 Press **Return** to display all the files in the current directory. The cursor in the List Files window is represented by a large reverse video bar that highlights the file (or directory) it rests on.

3 Move the cursor (using the arrow keys) to the CABIN filename in the listing.

4 Select Retrieve (Shift-F10) to retrieve the cabin letter.

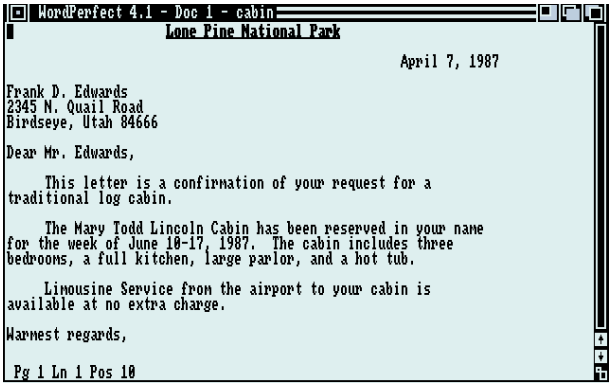
Using the mouse:

*Choose **List Files** on the Project menu.*

*Click on **Accept**.*

Click on CABIN.

*Choose **Retrieve** on the List Files menu.*



3.2 Pitch, tab stops, and margins

Begin to reformat by changing the pitch, tab stop settings, and margins.

1 Press **Print Format** (Ctrl-F8) and select Pitch/Font (1).

Using the mouse:

*Highlight **Print** on the Format menu, then choose **Pitch/Font**.*

2 Enter **12** to change from 10 to 12 pitch.

3 Press **Return** to have non-proportional spacing.

*Click on **No** in the requester.*

4 Press **Return** to keep the same font.

*Click on **Accept** in the requester.*

5 Select Exit (0) to exit the Print Format menu.

Now that you are printing 12 characters per inch (pitch) instead of 10, the margins need to be wider and you need to change the tab stop settings.

6 Press **Line Format** (Shift-F8) and select Margins (3).

*Highlight **Line** on the Format menu, then choose **Margins**.*

7 Enter **12** for the left margin, then enter **89** for the right margin. These settings give you one-inch margins on the left and right sides of your text when you print in 12 pitch.

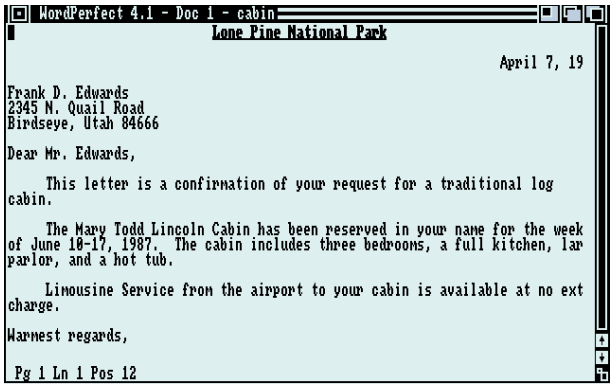
8 Press **Line Format** again and select Tabs (1).

*Highlight **Line** on the Format menu, then choose **Tabs**.*

9 Erase the current tab stop settings using **Delete EOL** (Ctrl-End).

10 Enter **12** for the position, then enter **5** for the increment to insert tab stops every 5 spaces beginning at position 12 (the new left margin).

11 Press **Return** to exit the Tab Set requester.



Using the mouse:

*Click on **Accept** in the requester.*

3.3 Lines per inch and text lines

Now, change the lines per inch (number of lines that will be printed per inch) and the number of text lines (number of lines you want printed on a page).

Using the mouse:

1 Press **Print Format** (Ctrl-F8) and select Lines per Inch (2).

*Highlight **Print** on the Format menu, then choose **Lines per Inch**.*

2 Enter **8** to change from 6 to 8 lines per inch.

3 Select Exit (0) to exit the Print Format menu.

Now that you have increased the number of lines per inch that are printed, you can increase the number of text lines on the page.

4 Press **Page Format** (Alt-F8) and select Page Length (4). The Page Length menu appears.

*Highlight **Page** on the Format menu, then choose **Page Length**.*

5 Select Other (3) on the Page Length menu. This lets you create your own settings.

*Choose **Other** on the Page Length menu.*

6 Press **Return** to keep the form length (actual length, in lines, of the paper you are using) at 66 lines per page.

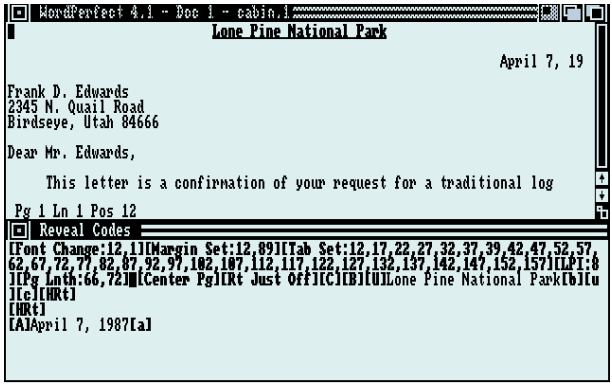
*Click on **Accept** in the requester.*

7 Enter **72** to change the text lines from 54 to 72. To arrive at 72 text lines on 11-inch paper, subtract one inch from the top and bottom for the margins. This leaves 9 inches for text, multiplied by 8 lines per inch equals 72.

Notice that the form length stays the same while the number of text lines increases. Form length is *always* calculated at 6 lines per inch; the Lines per Inch feature only affects the number of text lines on a page.

8 Select Exit (0) to exit the Page Format menu.

9 Press **Reveal Codes** (Alt-F3) to find the [LPI:8] and [Pg Lnth:66,72] codes in the Reveal Codes window.



Using the mouse:
*Choose **Reveal Codes** on the Edit menu.*

3.4 Double spacing

You can use the Search feature while you are in the Reveal Codes window.

1 Press ▸**Search** (F2) to display the Forward Search requester.

2 Press **Tab** to insert a Tab code as the search string.

3 Press ▸**Search** again to begin the search. The cursor stops to the right of the first Tab code in the letter.

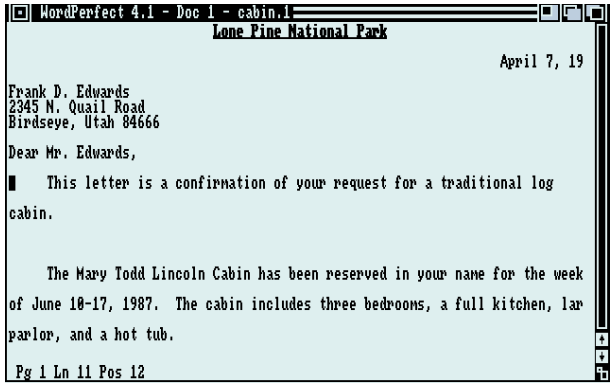
The cursor always stops to the right of the first code being searched for in the document.

4 Press ← to move to the left of the Tab code.

5 Press **Return** to exit the Reveal Codes window.

6 Press **Line Format** (Shift-F8) and select Spacing (4).

7 Enter **2** for double spacing.



Using the mouse:

*Click on **Accept** in the requester.*

Click on the Close gadget.

*Highlight **Line** on the Format menu, then choose **Spacing**.*

3.5 Save and print

Save the letter using a new filename, clear the screen, then print the letter.

1 Press **Exit** (F7) to begin saving the letter.

2 Type **y** to confirm saving the file.

3 Enter **learn:cabin.1** as the filename.

You can also edit a filename by using the cursor keys to move inside or to the end of the name.

4 Press **Return** to clear the screen.

5 Press **List Files** (F5), then **Return** to display all the files on your Learn diskette (or in your default directory).

6 Type **cabin.1** to highlight the CABIN.1 file using the Name Search feature.

You may only need to type the first letter or two of the filename.

Using the mouse:

*Choose **Exit/Restart** on the Project menu.*

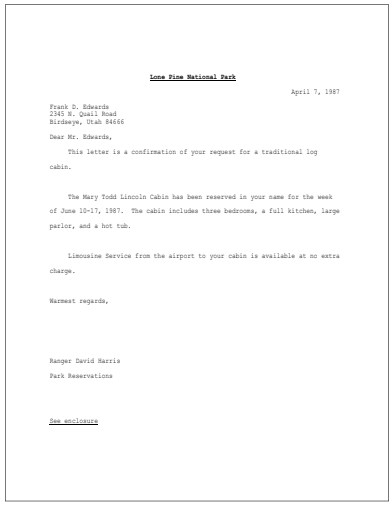
*Click on **Yes** in the requester.*

*Click on **No** in the requester.*

*Choose **List Files** on the Project menu, then click on **Accept**.*

7 Press **Return** to leave Name Search.

8 Select Print (4) to print the CABIN.1 file. If this letter does not print correctly, your printer may not be able to print 12 pitch.



Lone Pine National Park

April 7, 1987

Frank D. Edwards
2345 N. Quail Road
Birdseye, Utah 84666

Dear Mr. Edwards,

This letter is a confirmation of your request for a traditional log cabin.

The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1987. The cabin includes three bedrooms, a full kitchen, large parlor, and a hot tub.

Limousine Service from the airport to your cabin is available at no extra charge.

Warmest regards,

Ranger David Harris
Park Reservations

See enclosure

Using the mouse:
*Choose **Print** on the List Files menu.*

3.6 Delete a file

To complete the lesson, delete the first revision of your letter which is still saved under the filename CABIN.

Using the mouse:

1 Type **cabin** to highlight the CABIN file using the Name Search feature.

2 Press **Return** to leave Name Search.

3 Select Delete (7) to delete the CABIN file. If you are doing Lessons 1, 2, and 3 again, you may also want to delete the CABIN.1 file at this point.

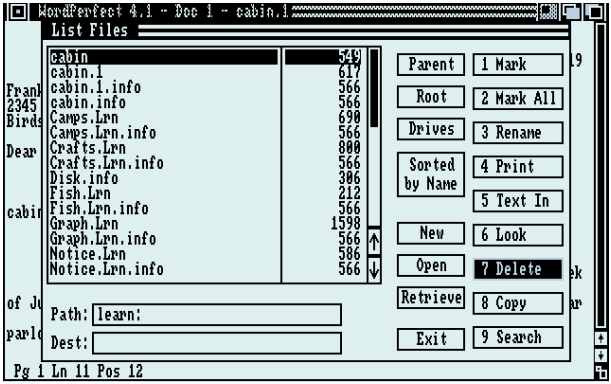
*Choose **Delete**.*

4 Type **y** to confirm the deletion.

*Click on **Yes** in the requester.*

5 Select Exit (F7) to exit the List Files window.

*Choose **Exit**.*



Troubleshooting

Every time you press a key, you send a message to WordPerfect. Sometimes the message tells WordPerfect to display a character on the screen. Sometimes it just inserts a code into the document.

Whenever you press a WordPerfect key to change a setting (margins, tabs) or perform a task (center, bold, underline), a code is placed in your text. These codes are enclosed in brackets [ ] and are only seen in the Reveal Codes window.

In this lesson, you learn how to change the format of a document by inserting codes. You also learn to reset the format to its initial settings by deleting format codes. Finally, you learn to correct a common problem—that of *hidden* text.

While working through the lesson, you learn the following facts about WordPerfect's features:

- Backspace and Del delete codes and text in the Reveal Codes window.
- Search lets you search for tab, spacing, and other codes in the Reveal Codes window.
- Initial settings of WordPerfect can be set again by deleting intervening format codes.
- The Center code can hide text on the screen.

The skills you learn in this lesson can be used to

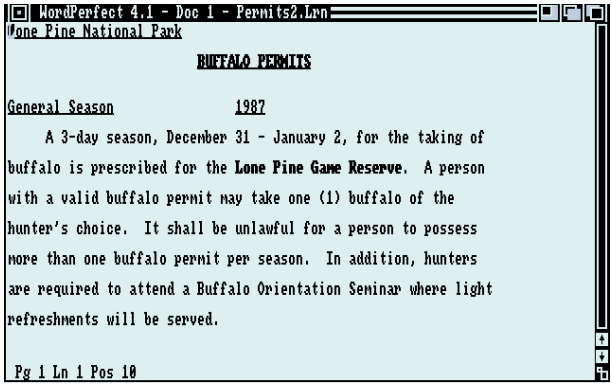
- Detect unwanted text.
- Search for and delete unwanted codes.
- Check a document with the Reveal Codes window.
- Solve some printing problems.

4.1 Retrieve the Buffalo Permits document

Retrieve the Buffalo Permits document to begin making changes.

1 Press **Retrieve** (Shift-F10) to retrieve a document.

2 Enter **learn:permits2.lrn** as the filename.



Using the mouse:

*Highlight **Retrieve** on the Project menu, then choose **File**.*

4.2 Combine two documents

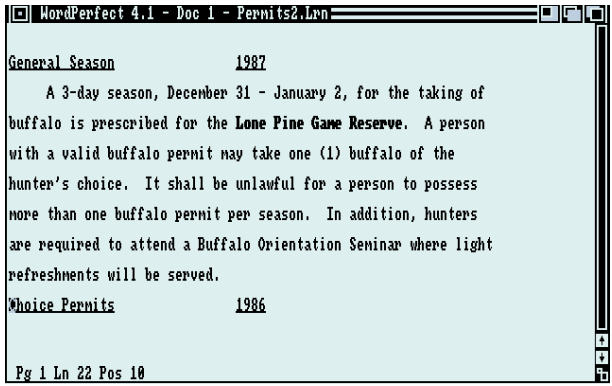
In this step, you learn how to combine two documents on your screen.

1 Move to the end of your text (Home, Home, ↓).

2 Press **Retrieve** (Shift-F10) to retrieve a document.

3 Enter **learn:permits3.lrn** to retrieve that document onto the screen.

   Notice that the PERMITS3.LRN file was retrieved into the document on the screen at the cursor position. This feature can be very helpful in combining documents on the screen.



Using the mouse:

Drag the Scroll Box to the bottom of the Scroll Bar.

*Highlight **Retrieve** on the Project menu, then choose **File**.*

4.3 Center the heading and change the underline style

When you start WordPerfect, some preset format settings are activated (see Formatting in the Reference section). Changing these settings inserts codes into the document, and deleting them restores the original setting.

1 Press **Home** twice, then press ↑ to move to the top of the document.

2 Press **Center** (Shift-F6) to center the heading.

3 Press ↓ to reformat the screen.

4 Press **Reveal Codes** (Alt-F3) to see the code inserted for the Center feature [C].

5 Press the **Space Bar** to exit the Reveal Codes window.

6 Press **Print Format** (Ctrl-F8) and select Underline Style (4) to change the underline style for the document.

7 Select **Continuous Single Underlining** (3) on the Underline Style menu.

Using the mouse:

Drag the Scroll Box to the top of the Scroll Bar.

*Choose **Center** on the Format menu.*

*Choose **Reveal Codes** on the Edit menu.*

Click on the Close gadget.

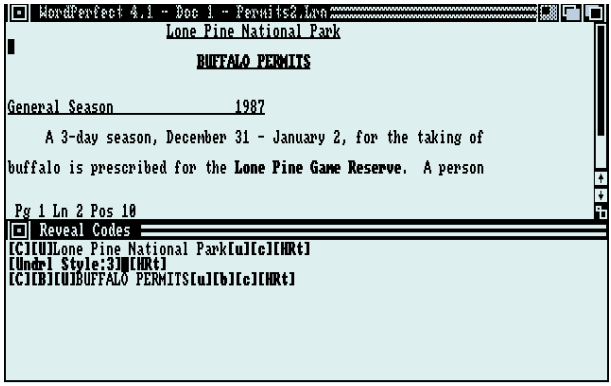
*Highlight **Print** on the Format menu, then choose **Underline Style**.*

*Choose **Continuous Single Underlining** on the Underline Style menu.*

8 Select Exit (0) to exit the Print Format menu.

Continuous underlining underlines Tabs. Notice the change in the underlining of the document on your screen.

9 Press **Reveal Codes** (Alt-F3) and notice the code inserted for the Underline Style setting [Undrl Style:3].



10 Press the **Space Bar** to return to the document window.

Using the mouse:

*Choose **Reveal Codes** on the Edit menu.*

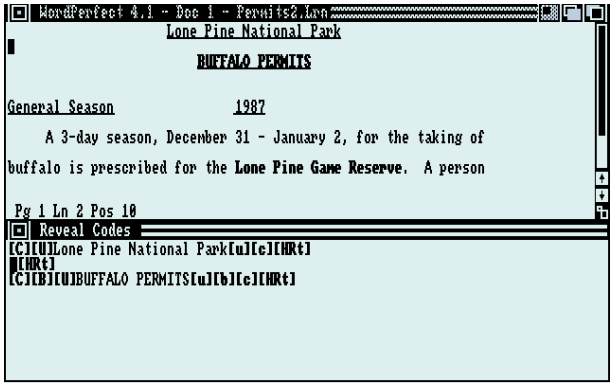
Click on the Close gadget.

4.4 Change the underline style back to the initial setting

You decide you don't like the way the document looks with this new style of underlining. To restore the initial setting,

1 Press **Reveal Codes** (Alt-F3) to display the code.

2 Press **Backspace** to delete the underline style setting.



3 Press the **Space Bar** to return to the document window.

Your document now appears as it did before any format changes were made.

Using the mouse:

*Choose **Reveal Codes** on the Edit menu.*

Click on the Close gadget.

4.5 Change the spacing back to single spacing

In this step, you delete the double spacing code to change the spacing of the document back to the initial setting of single spacing.

Using the mouse:

1 Press **Home** twice, then ↑ to move to the top of the document, before any codes, to prepare for a forward search.

Drag the Scroll Box to the top of the Scroll Bar.

Before performing a forward search, you should always move to the top of your document, before any codes.

2 Press ◗**Search** (F2) to display the Forward Search requester.

*Choose **Forward** on the Search menu.*

3 Press **Line Format** (Shift-F8) and select Spacing (4) to insert a [Spacing Set] code as the search string.

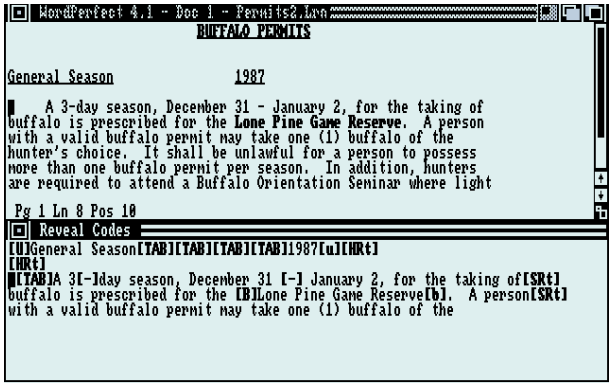
4 Press ◗**Search** again to start the search.

*Click on **Accept** in the requester.*

5 Press **Reveal Codes** (Alt-F3) to display the [Spacing Set:2] code in the Reveal Codes window.

*Choose **Reveal Codes** on the Edit menu.*

6 Press **Backspace** to delete the code and change to single spacing.



7 Press the **Space Bar** to return to the document window.

Click on the Close gadget.

4.6 Correct the overprinting problem

Print the page, then correct the overprinting problem.

1 Press **Print** (Shift-F7) and select Page (2) to print the page on your screen.

Using the mouse:
*Choose **Page** on the Print menu.*

After printing the page, you can see that the last line on the printed page has extra text printed on top of the existing text. This extra text does not appear on the screen because it is *hidden* by a misplaced Center code.

2 Press **Home** twice, then ↓ to move to the end of the document.

Drag the Scroll Box to the bottom of the Scroll Bar.

3 Press **Reveal Codes** (Alt-F3) to display the Reveal Codes window. Notice that the phrase "a brown paper envelope" appears in front of the [C] code in the Reveal Codes window, but does not appear in the document window.

*Choose **Reveal Codes** on the Edit menu.*

4 Press **↑Search** (Shift-F2) to display the Reverse Search requester.

5 Press **Center** (Shift-F6) to insert a [Center] code as the search string.

6 Press **↓Search** (F2) to begin the search.

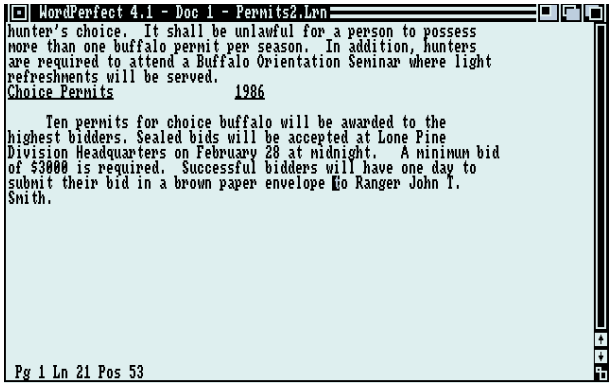
*Click on **Accept** in the requester.*

The cursor stops just after the [C] code. The cursor always stops to the right of what you are searching for.

7 Press **Backspace** to delete the Center code.

The phrase hidden by the Center code now appears in the document.

8 Press **Return** to exit the Reveal Codes window.



Using the mouse:

Click on the Close gadget.

4.7 Print and save

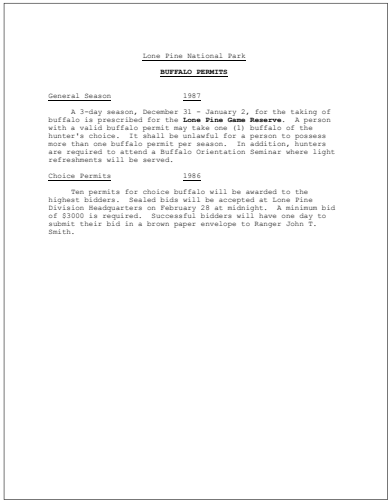
Print and save the edited letter, then clear the screen.

1 Press **Print** (Shift-F7), then select Page (2) to print the document. The document begins to print; it is only one page long.

2 Press **Exit** (F7) to begin the exit process and type **y** to save the document.

3 Enter **learn:permits.1** as the filename.

4 Type **n** to clear the screen.



Lone Pine National Park

BUFFALO PERMITS

General Season 1987

A 3-day season, December 31 - January 2, for the taking of buffalo is prescribed for the **Lone Pine Game Reserve.** A person with a valid buffalo permit may take one (1) buffalo of the hunter's choice. It shall be unlawful for a person to possess more than one buffalo permit per season. In addition, hunters are required to attend a Buffalo Orientation Seminar where light refreshments will be served.

Choice Permits 1986

Ten permits for choice buffalo will be awarded to the highest bidders. Sealed bids will be accepted at Lone Pine Division Headquarters on February 28 at midnight. A minimum bid of $3000 is required. Successful bidders will have one day to submit their bid in a brown paper envelope to Ranger John T. Smith.

Using the mouse:
*Choose **Page** on the Print menu.*

*Choose **Exit/Restart** on the Project menu, then click on **Yes** in the requester.*

*Click on **No** in the requester.*

Moving Text

Lesson 5

After typing the first draft of a document, much of the editing you do deals with rearranging your thoughts into an order that makes sense.

In this lesson, you are introduced to the WordPerfect features that help you rearrange and edit a sentence, paragraph, or any block of text. You also learn to create a *hanging* paragraph, and to use the Esc key to repeat a character.

While working through the lesson, you learn the following facts about WordPerfect's features:

- Block and Switch help you change a title to uppercase letters.
- Center can center an existing line of text.
- Move, Cut, and Copy help you move a sentence, paragraph, or block of text.
- Margin Release and Indent help you create a hanging paragraph.
- Esc can help you repeat a character.
- Block can highlight a block of text to be printed.

The skills you learn in this lesson can be used to

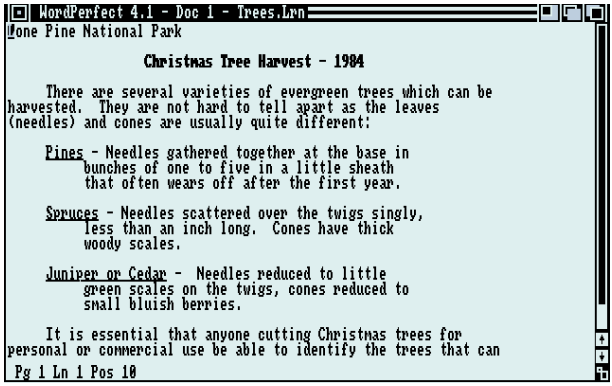
- Rearrange your text.
- Center, bold, and underline existing text.
- Save text in a temporary file while in WordPerfect.
- Create a line of characters using the Esc key.
- Print part of a page.

5.1 Retrieve a document

Retrieve the Tree Permit document for editing.

1 Press **Retrieve** (Shift-F10) to retrieve a file to the screen.

2 Enter **learn:trees.lrn** as the filename.



Using the mouse:
*Highlight **Retrieve** on the Project menu, then choose **File**.*

5.2 Center, capitalize, and underline

The heading of this document needs to be centered, capitalized, and underlined.

1 Press **Center** (Shift-F6) to turn on centering.

2 Block the title.

You can block the title using Alt-F4, the pull-down menu, or the mouse.

3 Press **Switch** (Shift-F3) and select Uppercase (1) to change the title to uppercase letters.

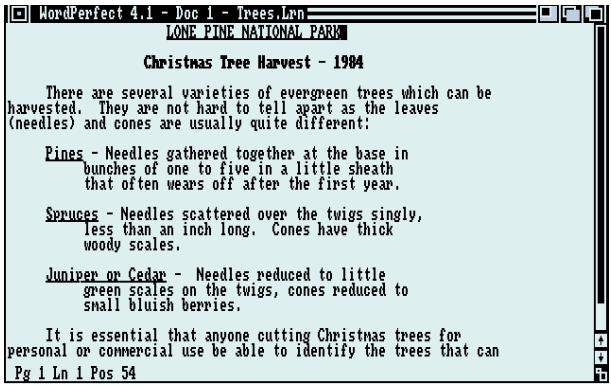
4 Press **Underline** (F8) to underline the title.

Using the mouse:

*Choose **Center** on the Format menu.*

*Highlight **Case Convert** on the Edit menu, then choose **Uppercase**.*

*Choose **Underline** on the Style menu.*



5.3 Move a paragraph

Continue editing this document by moving the fifth paragraph to the beginning of the text.

Using the mouse:

1 Move to the left margin at the beginning of the fifth paragraph (Line 21 Position 10).

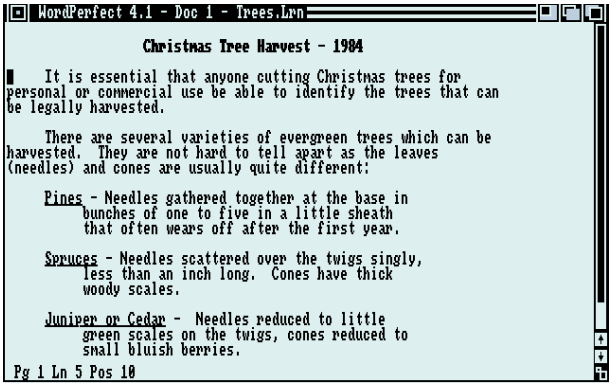
2 Press **Move** (Ctrl-F4), select Paragraph (2), then select Cut (1) to cut the paragraph from the screen. It is automatically saved in a temporary file.

*Highlight **Cut** on the Edit menu, then choose **Paragraph**.*

3 Move to the left margin at the beginning of the first paragraph (Line 5 Position 10).

4 Press **Move** again and select Retrieve Text (5) to retrieve the paragraph.

*Highlight **Paste** on the Edit menu, then choose **Text**.*



5.4 Arrange the descriptions

The tree descriptions should be arranged in their correct alphabetical order.

Using the mouse:

1 Move to the "J" in "Juniper" (Line 21 Position 15).

2 Move the cursor ahead of any codes in the line (Home, Home, Home, ←).

3 Press **Block** (Alt-F4) to turn on Block.

Point to the cursor and hold down the Select button.

4 Move to the left margin at the beginning of the sixth paragraph (Line 25 Position 10).

Move to Line 25 Position 10 and release the Select button.

5 Press **Move** (Ctrl-F4) and select Cut Block (1) to cut the highlighted paragraph.

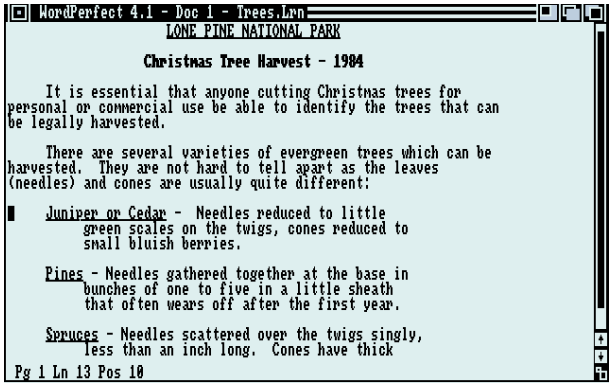
*Highlight **Cut** on the Edit menu, then choose **Block**.*

6 Move to the first line of the third paragraph (Line 13).

7 Move the cursor ahead of any codes in the line (Home, Home, Home, ←)

8 Press **Move** again and select Retrieve Text (5) to retrieve the paragraph.

*Highlight **Paste** on the Edit menu, then choose **Text**.*



5.5 Create a tree description

Now add another tree description in the form of a *hanging* paragraph.

Using the mouse:

1 Move to the blank line before the third paragraph (Line 12).

2 Press **Return** to add a blank line.

3 Press **Indent** (Shift-F4) twice to indent to the second tab stop from the margin. The Indent feature indents an equal amount from both margins. Use the Indent key if you don't want the paragraph indented from the right margin.

*Choose **L/R Indent** on the Format menu twice.*

4 Press **Margin Release** (Shift-Tab) to release the first line one tab stop.

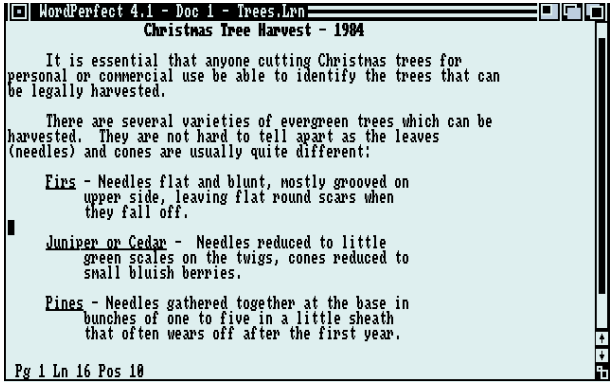
*Choose **Margin Release** on the Format menu.*

A hanging paragraph indents all but the first line of the paragraph.

5 Type **Firs - Needles flat and blunt, mostly grooved on upper side, leaving flat round scars when they fall off.**

*Remember to press **Underline** (F8) before and after typing **Firs**.*

6 Press **Return** to add a blank line.



5.6 Copy a sentence

Use a sentence from the Spruces tree description in the new Firs description.

Using the mouse:

1 Move the cursor to "Cones" in the Spruces tree description (Line 26 Position 45).

2 Press **Move** (Ctrl-F4), select Sentence (1), then select Copy (2) to copy the sentence on the screen. It is automatically saved in a temporary file.

*Highlight **Copy** on the Edit menu, then choose **Sentence**.*

3 Move to the end of the Firs tree description (Line 15 Position 34).

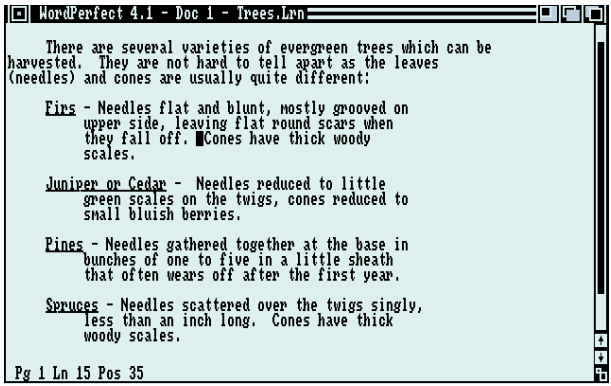
4 Press **Move** again and select Retrieve Text (5) to retrieve the sentence.

*Highlight **Paste** on the Edit menu, then choose **Text**.*

5 Press the **Space Bar** twice to add space between the sentences.

6 Press ← to rewrite the screen.

Moving the cursor through the text reformats it.



5.7 Add another category

You need to add one more category to the request slip at the bottom of the Tree Permit document.

Using the mouse:

1 Move to "Type of tree" on the request slip (Line 51 Position 10).

2 Move to the end of the line (Home, →).

3 Press **Tab** twice to add extra space in the line.

4 Type **Number of trees** as the new category.

5 Press the **Space Bar** once to add an extra space after the text.

6 Press **Underline** (F8) to turn on underlining.

*Choose **Underline** on the Style menu.*

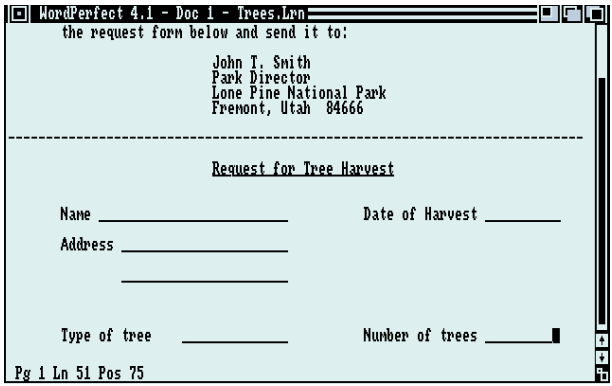
7 Press **Esc** and enter **9** to change the repetition number from 8 to 9.

8 Press the **Space Bar** to create a line 9 spaces long.

9 Press **Underline** to turn off underlining.

*Choose **Underline** on the Style menu.*

A few printers are unable to underline spaces. If your printer won't underline spaces, use the underscore character to create the line following "Number of trees."



5.8 Block print

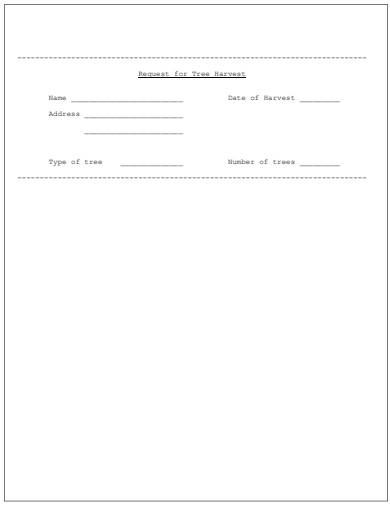
Now, print only the request slip.

1 Move the cursor to the blank line just before the request slip (Line 37).

2 Press **Block** (Alt-F4) to turn on Block.

3 Highlight the request slip (Home, Home, ↓).

4 Press **Print Block** (Shift-F7, y) to print the request slip.


Request for Tree Harvest

Name _____ Date of Harvest _____

Address _____

_____

Type of tree _____ Number of trees _____

Using the mouse:

*Choose **Block** on the Edit menu.*

Drag the Scroll Box to the bottom of the Scroll Bar.

*Choose **Block** on the Print menu, then click on **Yes**.*

5.9 Print and save

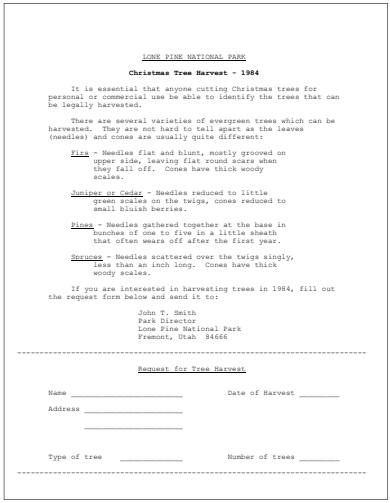
Print and save the edited permit document, then clear the screen.

1 Press **Print** (Shift-F7) and select Full Text (1) to print the permit.

2 Press **Exit** (F7) and type **y** to begin saving the permit.

3 Enter **learn:trees.1** as the filename.

4 Press **Return** to clear your screen.



LONE PINE NATIONAL PARK

Christmas Tree Harvest - 1984

It is essential that anyone cutting Christmas trees for personal or commercial use be able to identify the trees that can be legally harvested.

There are several varieties of evergreen trees which can be harvested. They are not hard to tell apart as the leaves (needles) and cones are usually quite different:

Firs - Needles flat and blunt, mostly grooved on upper side, leaving flat round scars when they fall off. Cones have thick woody scales.

Juniper or Cedar - Needles reduced to little green scales on the twigs, cones reduced to small bluish berries.

Pines - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.

Spruces - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.

If you are interested in harvesting trees in 1984, fill out the request form below and send it to:

John T. Smith
Park Director
Lone Pine National Park
Fremont, Utah 84666

Request for Tree Harvest

Name _____ Date of Harvest _____

Address _____

_____

Type of tree _____ Number of trees _____

Using the mouse:

*Choose **Full Text** on the Print menu.*

*Choose **Exit/Restart** on the Project menu, then click on **Yes** in the requester.*

*Click on **No** in the requester.*

Spell-Checking

The Speller that comes with WordPerfect not only checks the spelling of words, but also checks for double words, words with numbers, and lets you do a word count without checking the document.

In this lesson, you use the Speller to check Ranger Douglas R. LaRue's annual report. Each step helps you learn a different Speller feature.

While working through the lesson, you learn the following facts about WordPerfect's Speller:

- Skip ignores a word for the rest of the document.
- The Speller lists alternate spellings for each word not found in the dictionary list.
- Delete 2nd automatically deletes the second word of a double word.
- Words with numbers can be disabled while spell-checking.
- Look Up lets you see the words in the Speller that match a word pattern.
- Edit moves you back into the document to edit a word.

The skills you learn in this lesson can be used to

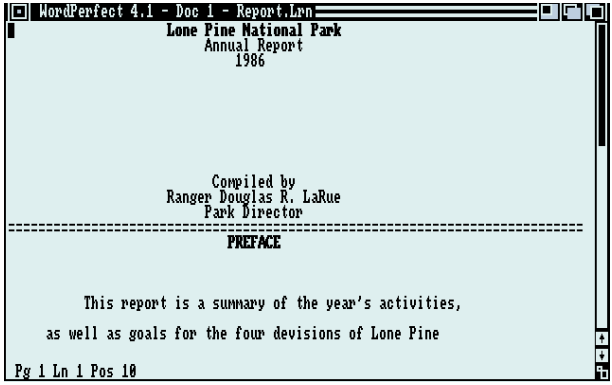
- Spell-check a word, page, or document before it is printed.
- Check for words with numbers.
- Look up words that match a pattern.

6.1 Retrieve a document

Retrieve the annual report. This is the document you will be spell-checking.

1 Press **Retrieve** (Shift-F10) to retrieve the document.

2 Enter **learn:report.lrn** as the filename.



3 Press **List Files** (F5) to change the default volume.

4 Press **Return** to display the files.

5 Select Change Dir (7) to change the default.

6 Enter **wp:** as the new default.

7 Select Exit (F7) to return to the document window.

Using the mouse:

*Highlight **Retrieve** on the Project menu, then choose **File**.*

*Choose **List Files** on the Project menu.*

*Click on **Accept**.*

*Choose **Change Dir**.*

*Choose **Exit**.*

6.2 Start the Speller

After retrieving the annual report, you want to spell-check the entire document.

Using the mouse:

1 Replace the Learn diskette in drive 1 with the Speller/Thesaurus diskette.

If you are running WordPerfect from a hard disk, make sure that LEX.WP is in your WP directory.

2 Press **Spell** (Ctrl-F2) to start the Speller.

*Highlight **Spell** on the Special menu.*

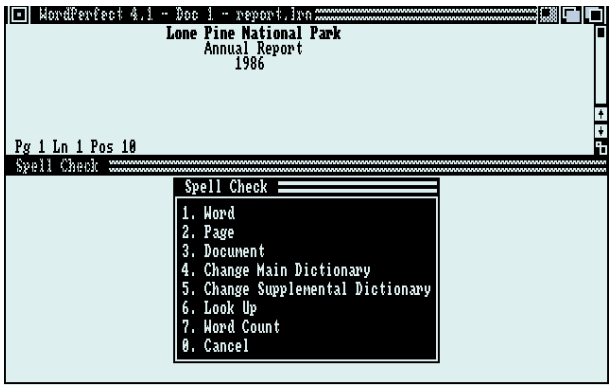
If you are asked for the path to the dictionary,

3 Enter **df1:lex.wp** as the path.

If you are asked for the path to the supplementary dictionary,

4 Enter **df1:sup.wp** as the path.

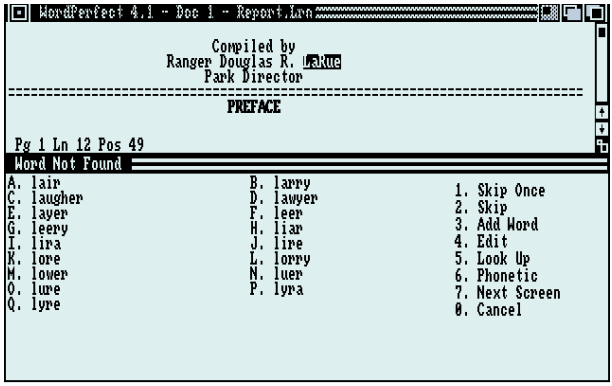
You will only need to enter these two paths the first time you run the Speller.



5 Select Document (3) on the Spell Check menu to begin spell-checking the entire document.

*Choose **Document**.*

6.3 Skip a word



Using the mouse:

The Speller stops at the name "LaRue." You want to skip the name and continue spell-checking.

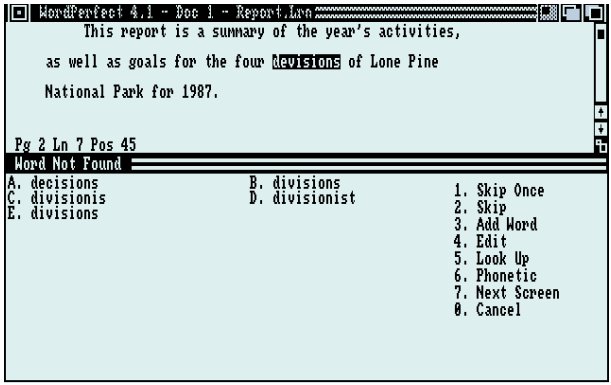
1 Select Skip (2) to skip the word for the rest of the document.

*Choose **Skip**.*

6.4 Automatically correct a word

The Speller stops at the word “devisions.” The correct spelling is displayed in the list.

Using the mouse:

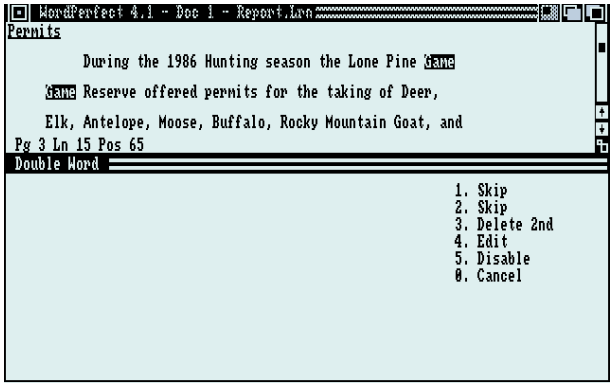


1 Type **b** to insert the correct spelling of the word.

*Click on **divisions**.*

As soon as you see the correct spelling of the word, you can type the letter for that word, or click on the word.

6.5 Delete a double word



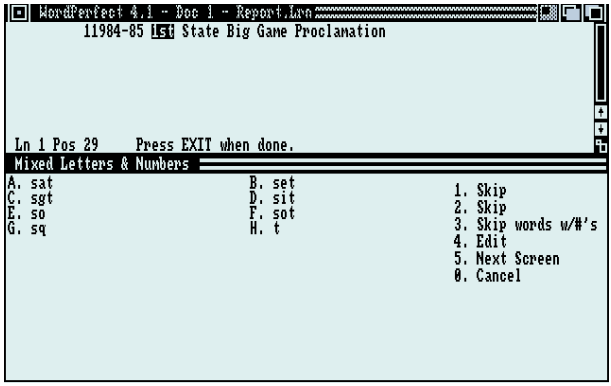
Using the mouse:

The Speller stops at a double occurrence of the word "Game." You want to delete the second word.

1 Select Delete 2nd (3) to delete the second "Game" and continue spell-checking.

*Choose **Delete 2nd**.*

6.6 Ignore words with numbers



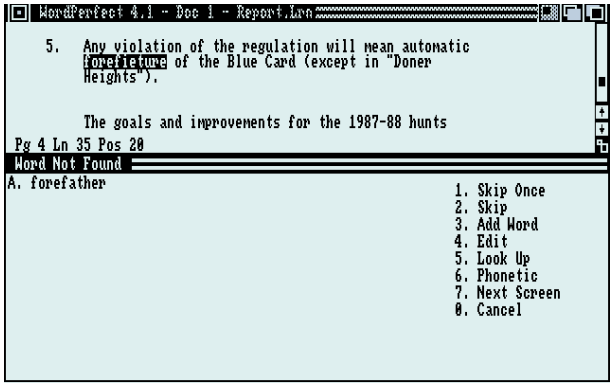
The Speller checks a footnote and finds a word with a number. You want the Speller to skip all words in the document that contain numbers.

1 Select Skip words w/#'s (3) to ignore all words with numbers in the document.

Using the mouse:

*Choose **Skip words w/#'s**.*

6.7 Look up a word



The Speller stops at the word "forefieture," but does not display the correct spelling on the screen.

1 Select Look Up (5) and the Template requester appears.

*Choose **Look Up**.*

2 Enter **f*f*ture** as the word pattern.

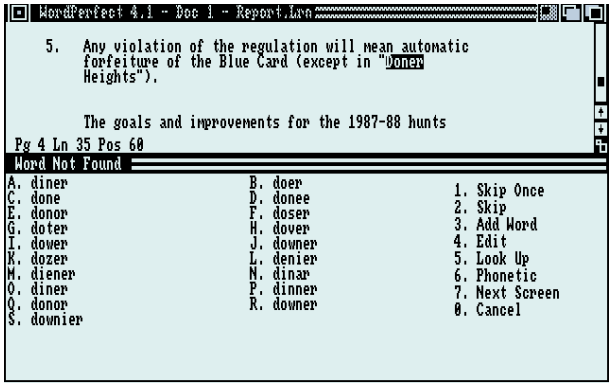
All the words that begin with "f," have zero or more characters followed by another "f," have zero or more characters, and end with "ture" are listed on the screen.

3 Type **a** to insert the correct spelling in your document.

*Click on **forfeiture**.*

Using the mouse:

6.8 Manually correct a word



The Speller stops at the name "Doner." You need to correct the spelling but do not want to add the name to the dictionary

1 Select Edit (4) to move into the document.

2 Press → twice to move to "n."

3 Type **n** to correct the spelling.

4 Press **Exit** (F7) or **Return** to exit the document and return to the Speller window.

"Donner" still isn't found in the dictionary.

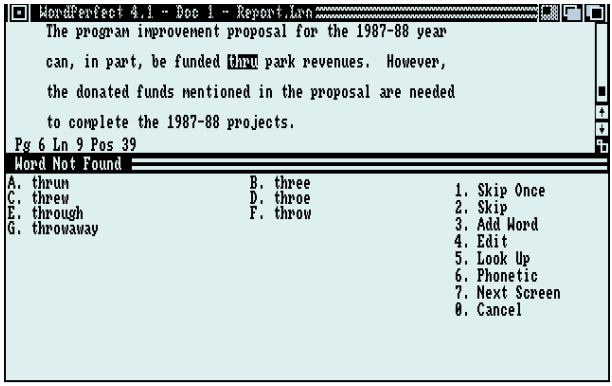
5 Select Skip (2) to skip the corrected spelling for the rest of the document.

Using the mouse:

*Choose **Edit** on the menu.*

*Choose **Skip**.*

6.9 Phonetically correct a word



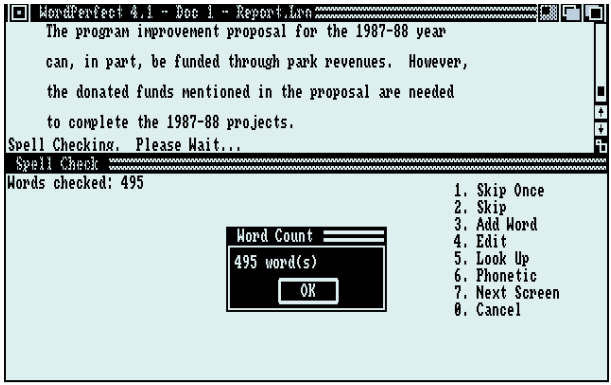
The Speller stops at the word "thru." The correct spelling is displayed because of WordPerfect's built-in phonetic search.

1 Type **e** to insert the correct spelling of the word.

Using the mouse:

*Click on **through**.*

6.10 Exit the Speller



Spell-checking is over and you see a Word Count requester on the screen.

1 Press **Return** to exit the Speller.

If you are using two disk drives, replace the Speller/Thesaurus diskette in drive 1 with the Learn diskette before continuing.

2 Press **Exit** (F7), then type **n** twice to clear the screen.

Using the mouse:

*Click on **Accept**.*

*Choose **Exit/Restart** on the Project menu, then click on **No** in both requesters.*

Thesaurus

The Thesaurus that comes with WordPerfect helps you find words with the same meaning as a word in your document. Finding these words can also help you understand the meaning of a word.

In this lesson, you write a sentence that has the right ideas but contains the wrong words. After using the Thesaurus to find synonyms for three of the words, the sentence sounds just as you had hoped.

While working through the lesson, you learn the following facts about WordPerfect's Thesaurus:

- The Thesaurus can look up words already on the screen or words you type in.
- Look Up Word lets you search for synonyms and antonyms for a word you enter from the keyboard.
- Words being referenced are highlighted in the document. If they are headwords, a list of synonyms appears. If they are not headwords, you are given a chance to enter your own synonym as a headword.
- The Thesaurus looks up synonyms and groups them by parts of speech (nouns, verbs, etc.).
- Subgroup words labeled with a dot can be referenced as headwords.
- Replace Word replaces the word being referenced with the synonym of your choice.
- The Right and Left Arrow keys move the cursor from headword to headword.
- Clear Column deletes the references from the column where the cursor is.

The skills you learn in this lesson can be used to find just the right words in any document you create.

7.1 Start the Thesaurus

Before you can use the Thesaurus, you need to insert the Speller/Thesaurus diskette into the proper drive.

If you are running WordPerfect from a hard disk, make sure that TH.WP is in your WP directory.

1 Replace the Learn diskette in drive 1 with the Speller/Thesaurus diskette (if it isn't already there).

2 Type **To blunder is human, to acquit sublime.**

3 Move to the word "blunder," which is the first word to be replaced. The cursor can be anywhere on, or just after, the word.

4 Press **Thesaurus** (Alt-F1) to start the Thesaurus.

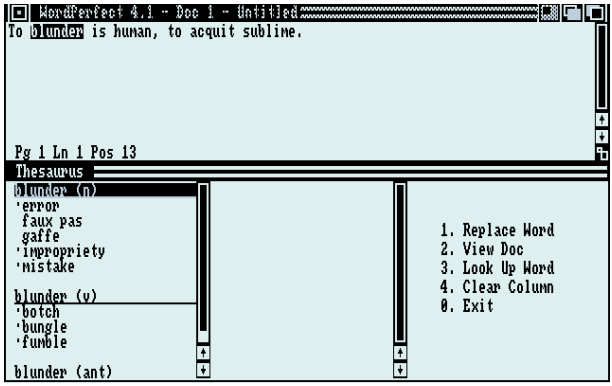
If the "Enter path to thesaurus file:" requester appears on the screen,

5 Enter **df1:th.wp** as the path.

You won't be asked for the path to the Thesaurus file if you are running from a hard disk.

Using the mouse:

*Choose **Thesaurus** on the Special menu.*



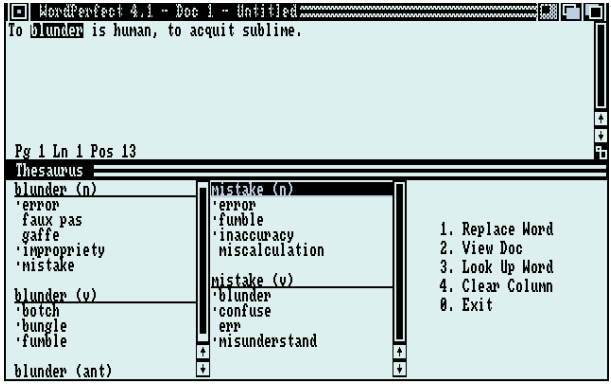
7.2 Replace “blunder”

The Thesaurus displays synonyms and other words that point to the same idea as the word highlighted on the screen. An acceptable replacement for “blunder” is not on the screen, so move inside this headword to a second level of the Thesaurus list.

Using the mouse:

1 Move to the word “mistake” (using the arrow keys), and press **Return** to move to the second level of the Thesaurus list.

*Double-click on **mistake**.*



Using "mistake" as a headword, you find the ideal verb to replace "blunder."

2 Move to the word "err."

3 Select Replace Word (1) to replace "blunder" with "err."

Using the mouse:

Click on ***err****.*

Choose ***Replace Word****.*

7.3 Replace “acquit”

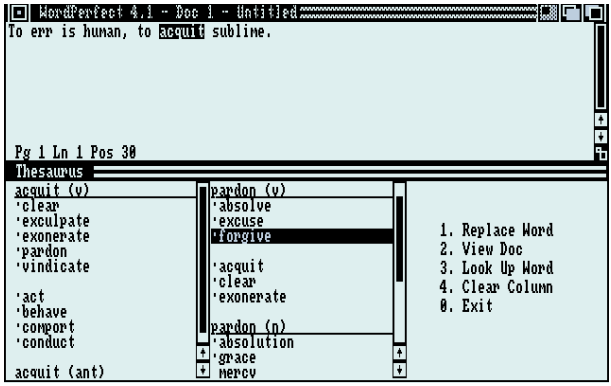
You are now ready to replace “acquit.”

1 Move to the word “acquit.”

2 Press **Thesaurus** (Alt-F1) to start the Thesaurus.

Using the mouse:

*Choose **Thesaurus** on the Special menu.*



3 Move to the word “pardon” and press **Return**.

*Double-click on **pardon**.*

You decide to use the word “forgive” to replace “acquit.”

4 Move to “forgive.”

*Click on **forgive**.*

5 Select Replace Word (1) to replace “acquit” with “forgive.”

*Choose **Replace Word**.*

7.4 Replace “sublime”

The final word to replace is “sublime.”

Using the mouse:

1 Move to the word “sublime.”

2 Press **Thesaurus** (Alt-F1) to start the Thesaurus.

*Choose **Thesaurus** on the Special menu.*

3 Move to “divine” and press **Return** to move to the second level of the Thesaurus list.

*Double-click on **divine**.*

You decide that “divine” is the best replacement word.

4 Select Clear Column (4) to clear the second column. The cursor returns to the word “divine.”

*Choose **Clear Column**.*

5 Select Replace Word (1) to replace “sublime” with “divine.”

*Choose **Replace Word**.*

The phrase should now read “To err is human, to forgive divine.”

6 Press **Exit** (F7), then type **n** twice to clear the screen.

*Choose **Exit/Restart** on the Project menu, then click on **No** twice.*

If you are using two disk drives, replace the Speller/ Thesaurus diskette in drive 1 with the Learn diskette before continuing.

File Management

Lesson 8

A critical part of word processing is the time you spend taking care of your files. WordPerfect provides you with a List Files feature that displays files in alphanumeric order. You can then perform a variety of tasks such as retrieving, printing, or copying a file. You can also look into the contents of a file or even search for files that have certain words.

In this lesson, you are given the task of finding a file that has a Tree Harvest Request form and contains Ranger John T. Smith's name. You then change the name to Douglas R. LaRue, copy the file to the Data diskette, then print the request form from the List Files window.

You will need the diskette you labeled "Data" during installation for this lesson.

While working through the lesson, you learn the following facts about WordPerfect's List Files feature:

- List Files lets you create a pattern to display certain files on a diskette or in a directory.
- Word Search helps you find all the files that contain a certain word.
- Look lets you display the contents of a file without retrieving it.
- Retrieve lets you retrieve a file from the List Files window.
- Copy lets you copy a file to another diskette or directory.
- Rename lets you change the name of a file.
- Print lets you print a file from the List Files window.

The skills you learn in this lesson can be used to

- Manage the files on a diskette or in a directory.
- Find a file without remembering the filename.
- Make backup copies of files.

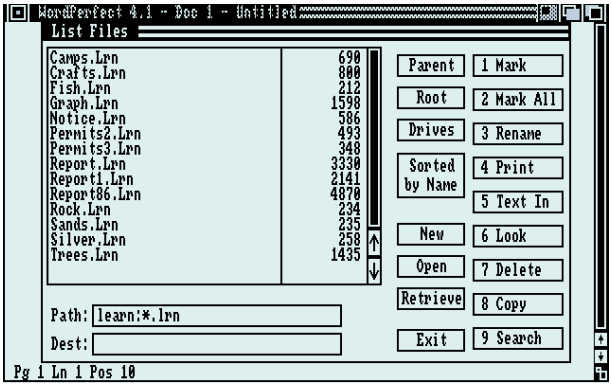
8.1 Display a group of files

Before beginning your search for the file with the Tree Harvest Request form, you want to display only those files that might have the form.

1 Press **List Files** (F5) to select the List Files feature.

2 Enter **learn:*.lrn** to display only those files that have a .LRN extension.

The files and information in the List Files illustrations may not exactly match what you see on your screen. However, the instructions for each step will still accomplish the outlined task.



Using the mouse:

*Choose **List Files** on the Project menu.*

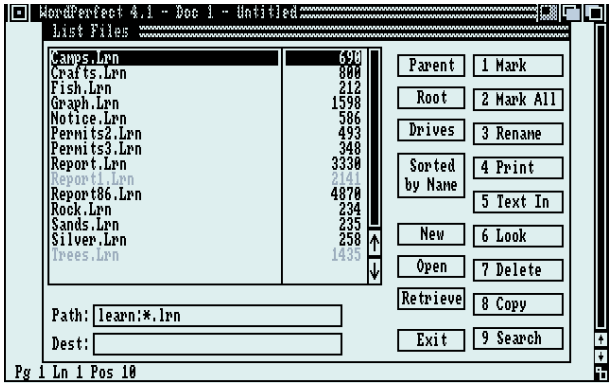
8.2 Word Search

You know that the file you are looking for should have Ranger Smith's name and the word "tree" in it. Therefore, do a Word Search for all files with "Smith" and "tree" in them.

1 Select Word Search (9), and the Word Search requester appears.

2 Enter **smith;tree** to find all the files that have both words. The semicolon serves as an AND operator.

You do not need to type uppercase letters to match a word.



Using the mouse:

*Choose **Word Search**.*

8.3 Look

You have now limited the files to just a few. Begin using the Look feature to find the file with the request form.

Using the mouse:

1 Move to the REPORT1.LRN file.

2 Select Look (6) to display the text in the file.

*Choose **Look**.*

You can use the PgDn key to look through the entire contents of the file. The request form is not in the REPORT1.LRN file.

3 Press **Exit** (F7) or **Cancel** (F1) to exit the REPORT1.LRN Look window and return to the List Files window.

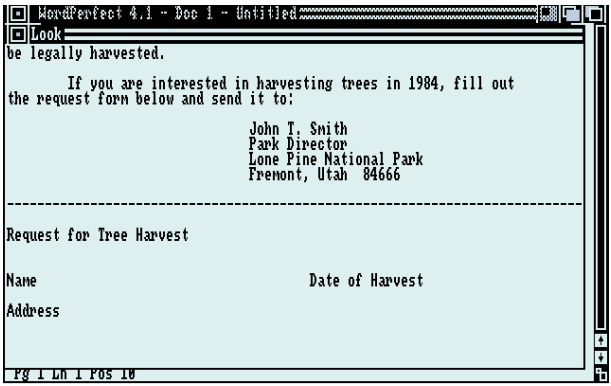
*Choose **Exit/Restart** on the Project menu, or click on the Close gadget.*

4 Move the cursor to the TREES.LRN file.

5 Select Look (6) to display the text in the file.

*Choose **Look**.*

6 Press **PgDn** to move one screen down through the file. The request form is displayed in the TREES.LRN Look window. You found the correct file!



7 Press **Exit** or **Cancel** to exit the TREES.LRN Look window and return to the List Files window.

Click on the Close gadget.

8.4 Edit the file

You are now ready to replace Ranger Smith's name with Douglas R. LaRue's name, then save the new document.

Using the mouse:

1 Select Retrieve (Shift-F10) to retrieve the file.

*Choose **Retrieve**.*

2 Press **Replace** (Alt-F2) and type **n** to replace without confirming.

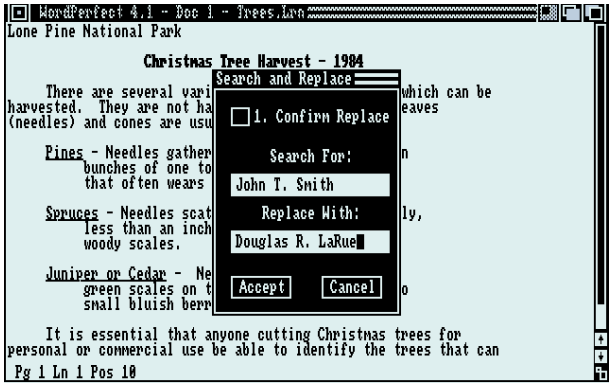
*Highlight **Replace** on the Search menu, then choose **Without Confirm**.*

3 Type **John T. Smith** as the search string to find Ranger Smith's name.

4 Press ➧**Search** (F2) to accept the search string. You are asked what should replace the search string.

*Click on **Accept**.*

5 Type **Douglas R. LaRue** as the replace string to replace Ranger Smith's name.



6 Press ➧**Search** again to begin replacing. Each occurrence of "John T. Smith" is replaced by "Douglas R. LaRue."

*Click on **Accept**.*

7 Press **Exit** (F7) and type **y** to save the edited document.

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

8 Enter **learn:larue.bac** as the filename.

9 Type **n** to clear the screen.

*Click on **No** in the requester.*

8.5 Copy to another diskette

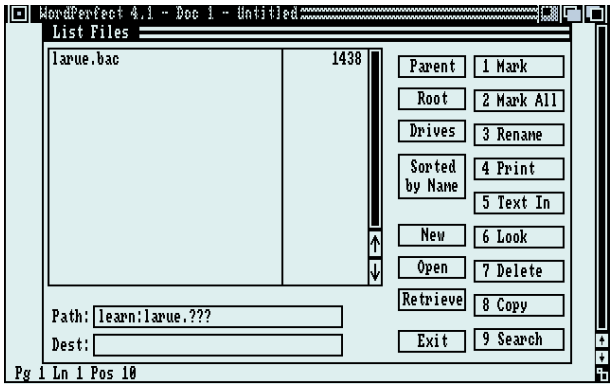
Because you only want to work with the LARUE.BAC file, display only that file in the List Files window.

Using the mouse:

*Choose **List Files** on the Project menu.*

1 Press **List Files** (F5) to select the List Files feature.

2 Enter **learn:larue.bac** to display only the LARUE.BAC file.



Since you will be making a backup copy on another diskette, you will need an extra, initialized diskette. (Use the diskette you labeled "Data" during installation.)

3 Select Copy (8).

*Choose **Copy**.*

4 Enter **data:** to copy the file highlighted by the cursor to the Data diskette.

5 Replace the Learn diskette in drive 1 with the Data diskette.

If you are running WordPerfect from a hard disk, place the Data diskette into drive 0.

You may have to swap the Data diskette and the Learn diskette several times.

6 Replace the Data diskette with the Learn diskette when copying is complete.

Remove the Data diskette if you are running WordPerfect from a hard disk.

8.6 Rename and print

Now that you have saved the file on a diskette, you want to rename it, then print it.

Using the mouse:

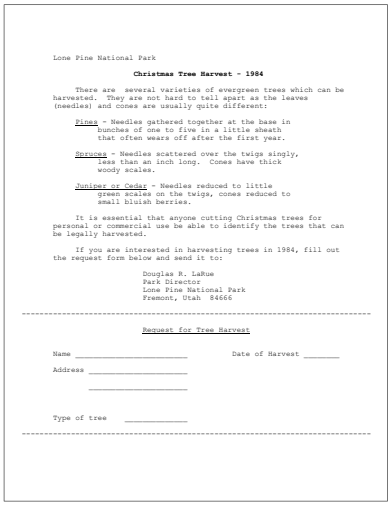
1 Select Rename (3).

*Choose **Rename**.*

2 Enter **learn:larue.trs** as the new filename.

3 Select Print (4).

*Choose **Print**.*



Lone Pine National Park

Christmas Tree Harvest - 1984

There are several varieties of evergreen trees which can be harvested. They are not hard to tell apart as the leaves (needles) and cones are usually quite different:

Pines - Needles gathered together at the base in bunches of one to five in a little sheath that often wears off after the first year.

Spruces - Needles scattered over the twigs singly, less than an inch long. Cones have thick woody scales.

Juniper or Cedar - Needles reduced to little green scales on the twigs, cones reduced to small bluish berries.

It is essential that anyone cutting Christmas trees for personal or commercial use be able to identify the trees that can be legally harvested.

If you are interested in harvesting trees in 1984, fill out the request form below and send it to:

Douglas R. LaRue
Park Director
Lone Pine National Park
Fremont, Utah 84666

Request for Tree Harvest

Name _____ Date of Harvest _____

Address _____

_____

Type of tree _____

8.7 Change the default volume

Change the default volume back to Learn:.

1 Select Path to change the default volume.

2 Enter **learn:** to change to that volume.

3 Select Exit (F7) to return to the document window.

Using the mouse:
*Click on **Path**.*

*Choose **Exit**.*

Additional Features

Footnotes/Page Numbers

Lesson 9

Whether you are writing a term paper for a college class or compiling a major investment proposal, WordPerfect provides features that help you create a pleasant format and quickly document your research.

In this lesson, you add a quote and footnote to the Lone Pine annual report, number pages with a header, and edit using a second window and the Replace feature.

While working through the lesson, you learn the following facts about WordPerfect's features:

- Center Page Top to Bottom lets you print a page of text that is centered vertically.
- Spacing and Indent help you format a quote on the page.
- Footnotes are numbered automatically for you.
- Switch lets you open many documents at the same time.
- Replace helps you quickly change characters in your document.
- Search can help you move through your document.
- New Page Number lets you start page numbering with any number, on any page.
- Page numbering can be done in a header.

The skills you learn in this lesson can be used to

- Create reports and term papers for school.
- Document your research with footnotes.
- Edit several documents at the same time.
- Create advanced papers such as proposals, theses, and dissertations.

9.1 Retrieve a document

Retrieve the annual report and center the title page.

1 Press **Retrieve** (Shift-F10).

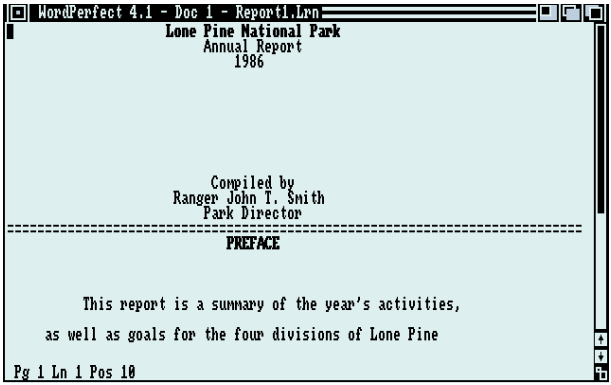
2 Enter **learn:report.lrn** as the filename.

3 Press **Page Format** (Alt-F8), select Center Page Top to Bottom (3), and type **y** to center the text vertically on the title page. The text will not be centered on the page until you print the report.

4 Select Exit (0) to exit the Page Format menu.

Using the mouse:
*Highlight **Retrieve** on the Project menu, then choose **File**.*

*Highlight **Page** on the Format menu, then choose **Center Page**.*



9.2 Change spacing and indent

You will be inserting a quotation into the report, so change to single spacing and indent to prepare for the quoted material.

1 Press **PgDn** twice to move to the top of page 3.

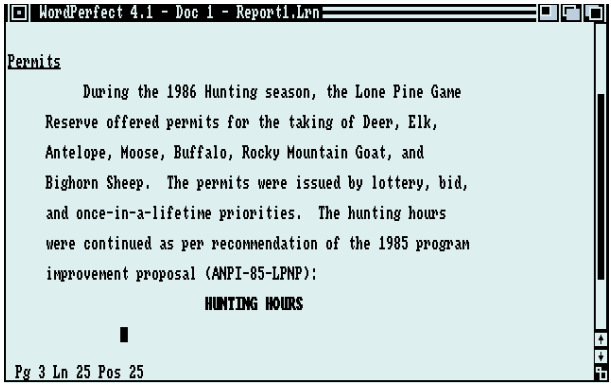
2 Press **Esc**, enter **12**, then press ↓ to move to Line 25 Position 15.

3 Press **Line Format** (Shift-F8) and select Spacing (4) to change the line spacing.

4 Enter **1** to begin single spacing.

5 Press **→Indent←** (Shift-F4) to begin indenting one tab stop from the left and right margins for the quotation.

6 Press **Tab** to indent the first line of the quotation an extra tab stop.



Using the mouse:

*Highlight **Line** on the Format menu, then choose **Spacing**.*

*Choose **L/R Indent** on the Format menu.*

9.3 Type the quotation

Now type the quotation, then change back to double spacing.

Using the mouse:

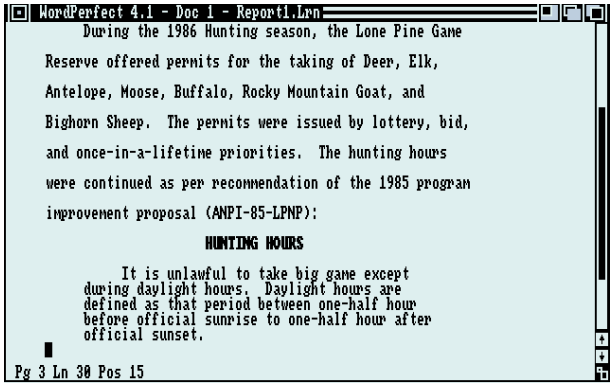
1 Type **It is unlawful to take big game except during daylight hours. Daylight hours are defined as that period between one-half hour before official sunrise to one-half hour after official sunset.**

2 Press **Return** to end indenting and return the cursor to the next line.

3 Press **Line Format** (Shift-F8) and select Spacing (4) to change the line spacing.

*Highlight **Line** on the Format menu, then choose **Spacing**.*

4 Enter **2** to begin double spacing again.



9.4 Create a footnote

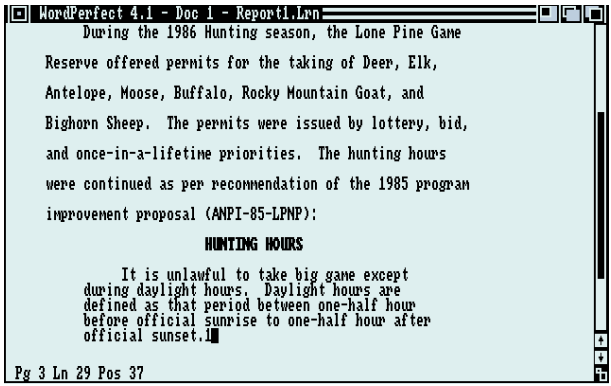
You need to create a footnote for this quotation.

1 Press ← twice to move directly behind the period at the end of the quotation.

2 Press **Footnote** (Ctrl-F7) and select Create (1) to create a footnote. You are placed in a special editing window for footnotes and endnotes.

3 Type **1986-87 State Big Game Proclamation** as the text of the footnote.

4 Press **Exit** (F7) to exit the editing window and save the footnote.



Using the mouse:

*Highlight **Footnote** on the Special menu, then choose **Create**.*

*Choose **Exit/Restart** on the Project menu.*

9.5 Open a new window and retrieve

To retrieve a graph from a separate file into the document, it is easiest to open a window and work with the graph in the second window.

Using the mouse:

1 Press **Goto** (Ctrl-Home).

*Choose **Goto** on the Search menu.*

2 Type **:** (a colon) to move to the colon at the end of the graph statement.

3 Press ↓ to move to Line 48 Position 15.

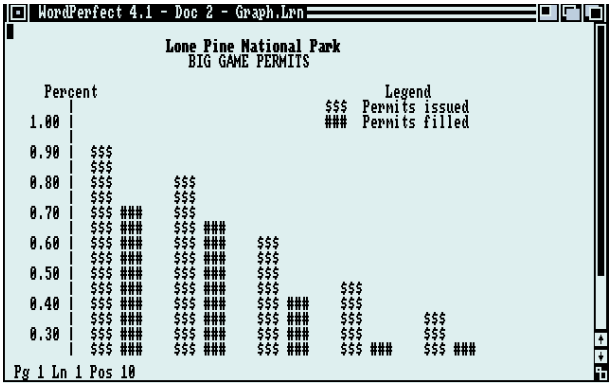
4 Press **Switch** (Shift-F3) twice to open a new document window.

*Choose **New** on the Project menu.*

5 Press **Retrieve** (Shift-F10).

*Highlight **Retrieve** on the Project menu, then choose **File**.*

6 Enter **df1:graph.lrn** as the filename for the second document.



9.6 Replace

Replace the "$" with "=" in the graph.

1 Press **Replace** (Alt-F2), then type **n** to not confirm.

2 Type **$** as the search string.

3 Press ➧**Search** (F2) to accept the search string. You are asked what should replace the search string.

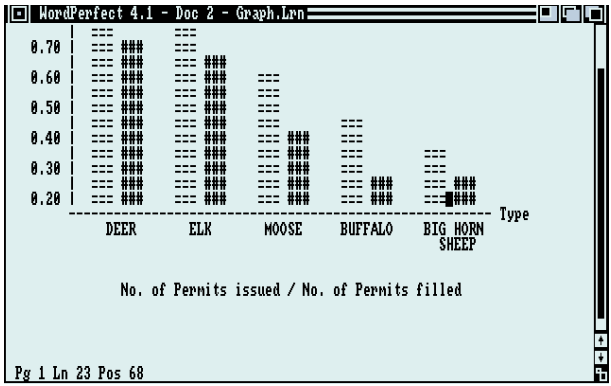
4 Type **=** as the replace string.

5 Press ➧**Search** again to start replacing. Every occurrence of "$" is automatically replaced with "=" in the graph.

Using the mouse:
*Highlight **Replace** on the Search menu, then choose **Without Confirm**.*

*Click on **Accept** in the requester.*

*Click on **Accept** in the requester.*



9.7 Move the edited graph

Now that you have edited the graph, you are ready to move it into the body of the report.

1 Move to the top of the graph.

2 Press **Move** (Ctrl-F4), select Page (3), then select Cut (1) to remove the graph from the window.

3 Press **Exit** (F7) to exit Document 2.

4 Type **n**, then **y** to return to Document 1.

5 Press **Move** again and select Retrieve Text (5) to insert the edited graph into the report.

6 Press ↑, then press **Hard Page** (Ctrl-Return) to insert a hard page break.

7 Move down several lines to see the graph retrieved into the document.

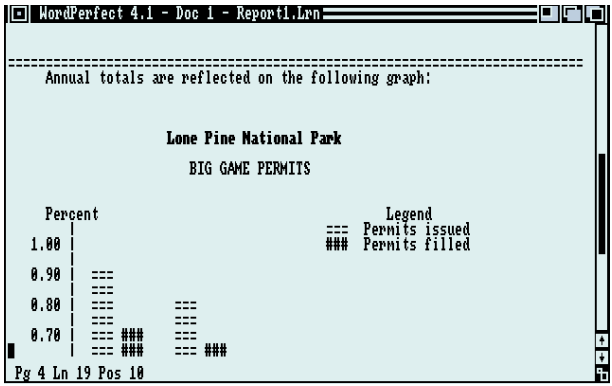
Using the mouse:

*Highlight **Cut** on the Edit menu, then choose **Page**.*

Click on the Close gadget.

*Click on **No**, then on **Yes** in the requesters.*

*Highlight **Paste** on the Edit menu, then choose **Text**.*



9.8 Restart page numbering

You want page numbering to begin with the body of the report rather than with the title page, so start numbering over on page 3 and place the page numbers in a header.

1 Press **Goto** (Ctrl-Home).

2 Enter **3** to move to the top of page 3.

3 Press **Page Format** (Alt-F8) and select New Page Number (2) to specify a new page number.

4 Enter **1** to start the numbering at one.

5 Select Arabic (1) to print Arabic Style numbers.

6 Select Headers or Footers (6), select Header A (1), then select Every Page (2) to print a header at the top of every page (beginning on the current page). You are placed in a special editing window for headers and footers.

7 Press **Flush Right** (Alt-F6) to place the header at the right margin.

8 Type **Lone Pine Annual Report -** as the text of the header.

9 Press the **Space Bar** to add a space between the text and the upcoming page number.

Using the mouse:

*Choose **Goto** on the Search menu.*

*Highlight **Page** on the Format menu, then choose **New Page Number**.*

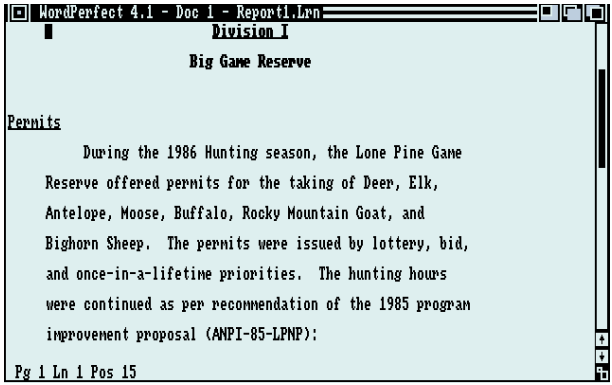
*Choose **Arabic**.*

*Highlight **Page** on the Format menu, then choose **Headers/Footers**. Then click on **HeaderA** and **Every Page**.*

*Choose **Flush Right** on the Format menu.*

10 Press **^B** (Ctrl-b) to automatically number pages. ^B is a code that tells WordPerfect to increment the pages in order.

11 Press **Exit** (F7), then select Exit (0) to save the header and exit the Page Format menu.



Using the mouse:

*Choose **Exit/Restart** on the Project menu.*

9.9 New page number

In numbering the pages of your report, make an allowance for pages to be inserted later. Restart page numbering at 15 on the summary page.

1 Press ◗**Search** (F2).

2 Type summary to move to the summary page.

3 Press ◗**Search** again to begin the search. The cursor stops to the right of the first occurrence of "summary."

4 Move to the left margin before any codes (Home, Home. Home, ←).

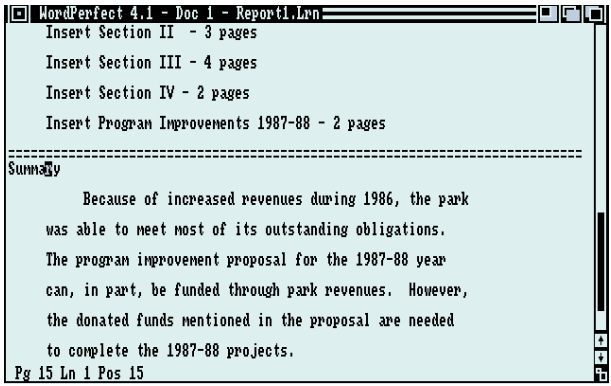
Don't worry that the cursor appears in the middle of a word; it is in front of all the codes.

5 Press **Page Format** (Alt-F8) and select New Page Number (2) to specify a new page number.

6 Enter **15** to start the numbering at fifteen.

7 Select Arabic (1) to print Arabic Style numbers.

8 Select Exit (0) to exit the Page Format menu.



Using the mouse:

*Choose **Forward** on the Search menu.*

*Click on **Accept** in the requester.*

*Highlight **Page** on the Format menu, then choose **New Page Number**.*

*Choose **Arabic**.*

9.10 Print and save

Print and save the document, then clear the screen.

1 Press **Print** (Shift-F7) and select Full Text (1) to print the report.

2 Press **Exit** (F7) to begin saving the report.

3 Type **y** to confirm saving the report.

4 Enter **learn:report.2** as the filename.

5 Press **Return** to clear the screen.

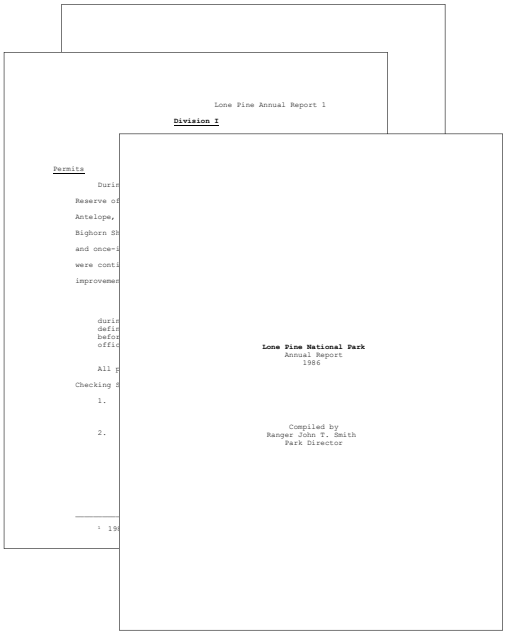
Using the mouse:

*Choose **Full Text** on the Print menu.*

*Choose **Exit/Restart** on the Project menu.*

*Click on **Yes** in the requester.*

*Click on **No** in the requester.*



Text Columns

Lesson 10

This lesson guides you through the basic steps of creating the two types of Text Columns. Newspaper-Style Columns are designed for text that is continuous from the bottom of one column to the top of the next (e.g., a newsletter). Parallel Columns are designed to keep items together in columns side-by-side (e.g., an inventory item listing).

You may want to turn off Auto-Rewrite while in text columns if the screen rewrites too slowly for you.

In this lesson, you set up both types of columns, then retrieve text into the newspaper-style columns (to save time), and enter text into parallel columns to see the protection feature in action. You also learn how to move through columns and insert additional text.

While working through the lesson, you learn the following facts about WordPerfect's features:

- Text Columns can be newspaper-style or parallel.
- Retrieve can be used in Text Columns.
- Center can be used in Text Columns.
- Goto can be used to move from column to column.
- Parallel Columns are protected from page breaks.

The skills you learn in this lesson can be used to

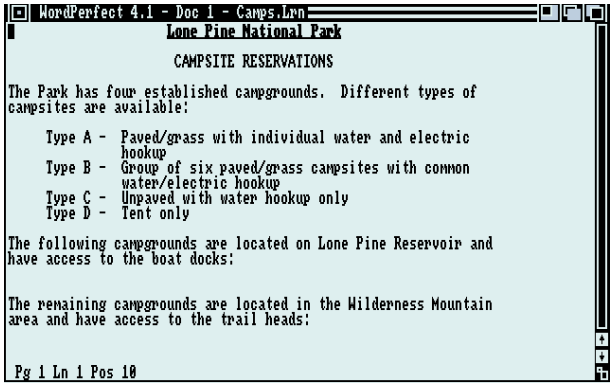
- Create inventory forms and listings.
- Create scripts and resumes.
- Create a newsletter for your organization.

10.1 Retrieve a document

Retrieve the Campsite Reservation form. This is the document in which you will define columns.

1 Press **Retrieve** (Shift-F10) to retrieve a document.

2 Enter **learn:camps.lrn** as the filename.



Using the mouse:

*Highlight **Retrieve** on the Project menu, then choose **File**.*

10.2 Define Newspaper-Style Columns

Before you can retrieve text into a columnar page layout, you must first set the column definitions.

Using the mouse:

1 Move to Line 17 Position 10.

2 Press **Return** to add a blank line.

3 Press **Math/Columns** (Alt-F7) and select Column Def (4) to begin defining columns.

*Highlight **Columns** on the Special menu, then choose **Define**.*

4 Type **y** to select evenly spaced columns.

*Click on **Yes** in the requester.*

5 Enter **5** for five spaces between the columns.

6 Select Newspaper (1) for newspaper-style columns.

*Choose **Newspaper**.*

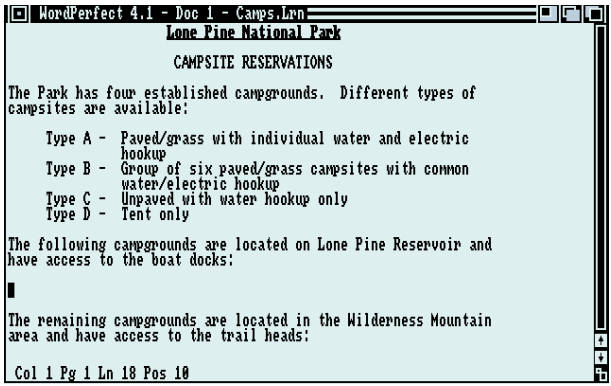
7 Enter **2** for two columns.

8 Press **Return** four times to accept the displayed margins for each column and return to the Math/Columns menu.

*Click on **Accept** four times in the requester.*

9 Select Column On/Off (3) to turn on newspaper-style columns.

*Choose **Column On/Off**.*



10.3 Insert information

Now that you have defined and turned on the columns, you can retrieve information into them.

1 Press **Center** (Shift-F6) to center the title for the first column.

2 Type **Fish Tail Shore** as the title.

3 Press **Return** twice to end centering, return the cursor to the next line, and add a blank line.

4 Press **Retrieve** (Shift-F10) to retrieve a document.

5 Enter **learn:fish.lrn** as the filename.

6 Press **Esc**, then press ↓ twice to move to the end of the Fish Tail Shore paragraph. The paragraph reformats to fit into the first column.

7 Press **Hard Page** (Ctrl-Return) to insert a hard page break which moves the cursor to the top of the second column. You can create columns of various lengths by using the Hard Page key.

8 Press **Center** to center the title for the second column.

9 Type **White Sands Beach** as the title.

10 Press **Return** twice.

11 Press **Retrieve** to retrieve a document.

12 Enter **learn:sands.lrn** as the filename.

13 Press **Esc**, then press ↓ twice to move to the last line of the White Sands Beach paragraph.

Using the mouse:

*Choose **Center** on the Format menu.*

*Highlight **Retrieve** on the Project menu, then choose **File**.*

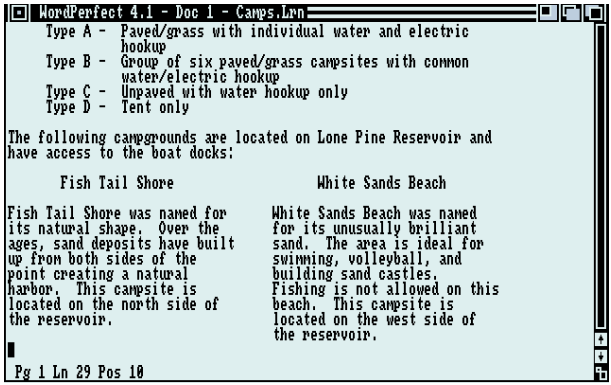
*Choose **Center** on the Format menu.*

*Highlight **Retrieve** on the Project menu, then choose **File**.*

14 Move to the end of the line.

15 Press **Math/Columns** (Alt-F7) and select Column On/Off (3) to turn off newspaper-style columns. The cursor returns to the left margin.

Using the mouse:
*Highlight **Columns** on the Special menu, then choose **On/Off**.*



Now move the cursor to a different place in the document to insert two more pieces of information. This time, insert the information before typing the column titles.

16 Move to Line 32 Position 10.

17 Press **Return** to add a blank line.

18 Press **Math/Columns** and select Column On/Off (3) to begin newspaper-style columns. The same column definition is used for the following paragraphs as was used in the previous steps.

*Highlight **Columns** on the Special menu, then choose **On/Off**.*

19 Press **Retrieve** to retrieve a document.

*Highlight **Retrieve** on the Project menu, then choose **File**.*

20 Enter **learn:rock.lrn** as the filename.

21 Press **Esc**, enter **9**, then press ↓ twice to move to the end of the Needle Rock paragraph.

22 Press **Hard Page** (Ctrl-Return) to insert a hard page break which moves the cursor to the top of the second column.

23 Press **Retrieve** to retrieve a document.

24 Enter **silver.lrn** as the filename.

25 Press **Esc**, enter **9**, then press ↓ twice to move to the end of the Silver Mine Flats paragraph.

26 Press **Math/Columns** and select Column On/Off (3) to end newspaper-style columns.

27 Press **Esc**, enter **10**, then press ↑ twice to move to the top of the first column. (The up and down cursor keys will move you up and down the page and not inside a column.)

28 Press **Center** to turn on centering and center the title for the Needle Rock paragraph.

29 Type **Needle Rock** as the title.

30 Press **Return** twice to end centering, return the cursor to the next line, and add a blank line.

31 Press ↑ twice to move to the title.

32 Press **Go To** (Ctrl-Home), then press → to move to the second column. You can use the Go To feature to move from column to column.

33 Press **Center** to center the title for the Silver Mine Flats paragraph.

Using the mouse:

*Highlight **Retrieve** on the Project menu, then choose **File**.*

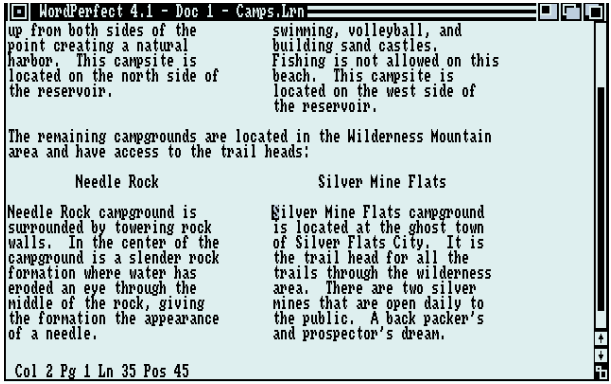
*Highlight **Columns** on the Special menu, then choose **On/Off**.*

*Choose **Center** on the Format menu.*

*Choose **Center** on the Format menu.*

34 Type **Silver Mine Flats** as the title.

35 Press **Return** twice.



10.4 Define Parallel Columns

Parallel Columns are designed to keep a group of items together in side-by-side columns when working with the Text Columns feature.

Using the mouse:

1 Move to the end of the document.

2 Press **Math/Columns** (Alt-F7) and select Column Def (4) to define text columns.

*Highlight **Columns** on the Special menu, then choose **Define**.*

3 Type **n** to not have evenly spaced columns.

*Click on **No** in the requester.*

4 Select Parallel with Block Protect (2) for parallel columns.

*Choose **Parallel with Block Protect**.*

5 Enter **3** to specify the number of columns.

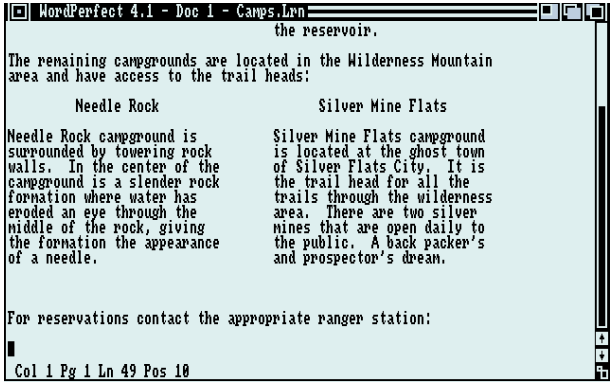
6 Enter **10**, then **32** for the left and right margins of the first column.

7 Enter **35**, then **57** for the left and right margins of the second column.

8 Enter **60**, then **74** for the left and right margins of the third column.

9 Select Column On/Off (3) to begin parallel columns.

*Choose **Column On/Off**.*



10.5 Create the address listing

Now use the Parallel Columns feature to create an address listing for the ranger stations.

1 Type **Ranger Hyrum R. Stone** in the first column.

2 Press **Hard Page** (Ctrl-Return) to insert a hard page break which moves the cursor to the top of the second column.

3 Type **Reservoir Campgrounds**
Park Headquarters
Lone Pine National Park
Flatwood, Utah 84999

*Press **Return** after the first three lines of the address.*

4 Press **Hard Page** to move to the top of the third column.

5 Type **801 555-6666** as the phone number.

6 Press **Hard Page** to move back to the first column. Notice that there is no Hard Page break inserted after the third column. This is because WordPerfect automatically ends each group of parallel columns with a Column Off code, then turns columns back on.

7 Type **Ranger John Bigney** in the first column.

8 Press **Hard Page** to move to the second column.

9 Type **Silver Mine Flats**
Ranger Station
Lone Pine National Park
Flatwood, Utah 84999

Notice that as soon as the page ended, Ranger John Bigney and his address were moved together to the top of page 2. This is because WordPerfect inserts Block Protection codes around each group of columns to protect them from a page break.

10 Press **Hard Page** to move to the third column.

11 Type **801 555-4444** as the phone number.

12 Press **Hard Page** to move back to the first column.

13 Type **Ranger Jessie Parker** in the first column.

14 Press **Hard Page** to move to the second column.

15 Type **Needle Rock**
Ranger Station
Lone Pine National Park
Flatwood, Utah 84999

16 Press **Hard Page** to move to the third column.

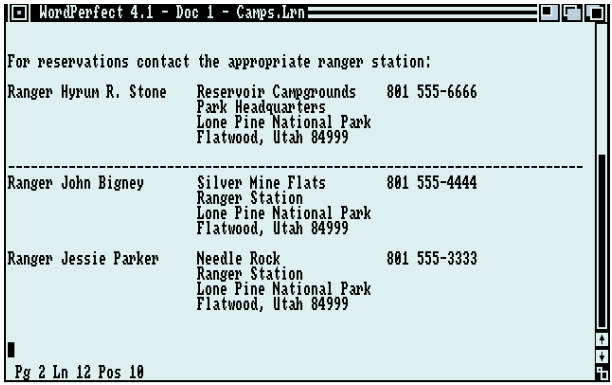
17 Type **801 555-3333** as the phone number.

18 Press **Hard Page** to move back to the first column. That ends the last group of columns in the listing.

19 Press **Math/Columns** (Alt-F7) and select Column On/Off (3) to turn off parallel columns.

Using the mouse:

*Highlight **Columns** on the Special menu, then choose **On/Off.***



10.6 Margin release

Release the left margin for each of the sentence headings.

1 Move to Page 1 Line 47 Position 10.

2 Press **Margin Release** (Shift-Tab) to move the sentence one tab stop to the left of the margin.

3 Move to Line 30 Position 10.

4 Press **Margin Release** to move the sentence one tab stop to the left of the margin.

5 Move to Line 15 Position 10.

6 Press **Margin Release** to move the sentence one tab stop to the left of the margin.

7 Move to Line 5 Position 10.

8 Press **Margin Release** to move the sentence one tab stop to the left of the margin.

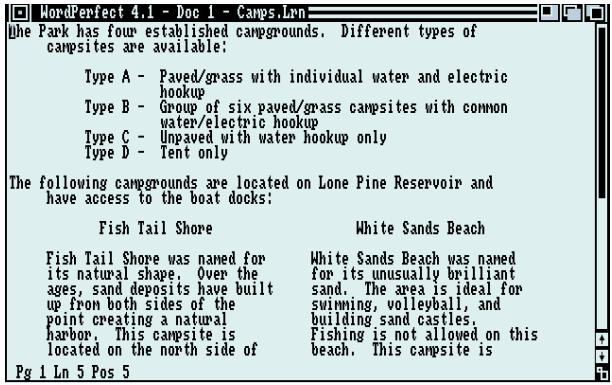
Using the mouse:

*Choose **Margin Release** on the Format menu.*

*Choose **Margin Release** on the Format menu.*

*Choose **Margin Release** on the Format menu.*

*Choose **Margin Release** on the Format menu.*



10.7 Print and save

Now print and save the reservation form, then clear your screen.

1 Press **Print** (Shift-F7) and select Full Text (1) to print the reservation form.

2 Press **Exit** (F7) and type **y** to save the reservation form.

3 Enter **learn:camps.1** as the filename.

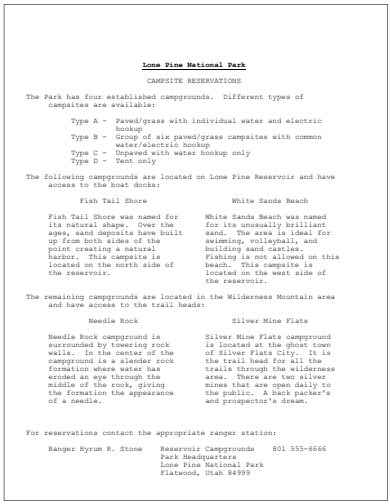
4 Type **n** to clear the screen.

Using the mouse:

*Choose **Full Text** on the Print menu.*

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

*Click on **No** in the requester.*



Lone Pine National Park

CAMPSITE RESERVATIONS

The Park has four established campgrounds. Different types of campsites are available:

Type A - Paved/grass with individual water and electric hookup
Type B - Group of six paved/grass campsites with common water/electric hookup
Type C - Unpaved with water hookup only
Type D - Tent only

The following campgrounds are located on Lone Pine Reservoir and have access to the boat docks:

Fish Tail Shore

Fish Tail Shore was named for its natural shape. Over the ages, sand deposits have built up from both sides of the point creating a natural harbor. This campsite is located on the north side of the reservoir.

White Sands Beach

White Sands Beach was named for its unusually brilliant sand. The area is ideal for swimming, volleyball, and building sand castles. Fishing is not allowed on this beach. This campsite is located on the west side of the reservoir.

The remaining campgrounds are located in the Wilderness Mountain area and have access to the trail heads:

Needle Rock

Needle Rock campground is surrounded by towering rock walls. In the center of the campground is a slender rock formation where water has eroded an eye through the middle of the rock, giving the formation the appearance of a needle.

Silver Mine Flats

Silver Mine Flats campground is located at the ghost town of Silver Flats City. It is the trail head for all the trails through the wilderness area. There are two silver mines that are open daily to the public. A back packer's and prospector's dream.

For reservations contact the appropriate ranger station:

Ranger Hyrum R. Stone Reservoir Campgrounds 801 555-6666
Park Headquarters
Lone Pine National Park
Flatwood, Utah 84999

Footnotes and Endnotes

Whenever you need to include footnotes or endnotes in any document, from a term paper to a proposal, WordPerfect's Footnote/Endnote feature gives you a quick and easy way to do it.

In this lesson, you create footnotes and endnotes for the Lone Pine Big Game report, using two different styles.

While working through the lesson, you learn the following facts about WordPerfect's Footnote/Endnote feature:

- Footnotes are numbered and renumbered automatically.
- WordPerfect adjusts page lengths to accommodate footnotes at the bottom of the page.
- Endnotes are compiled at the end of the document.
- The style of your footnotes/endnotes can be changed quickly.
- Footnotes and endnotes can be in the same document.

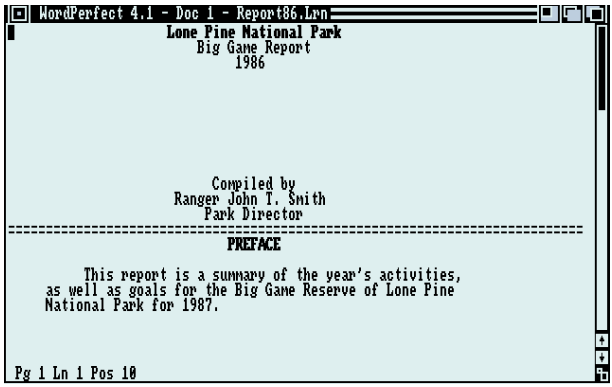
The skills you learn in this lesson can be used to document your research with footnotes/endnotes.

11.1 Retrieve a document

Retrieve the Lone Pine Big Game report.

1 Press **Retrieve** (Shift-F10) to retrieve a document.

2 Enter **learn:report86.lrn** as the filename.



Using the mouse:
*Highlight **Retrieve** on the Project menu, then choose **File**.*

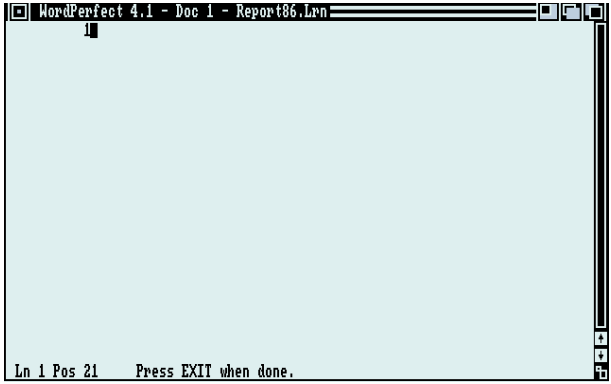
11.2 Create footnotes

The exact steps for creating the first footnote are outlined below. Only the document location and text are provided for the second and third footnotes.

For the first footnote:

1 Move to the end of the first paragraph on page 3 (Line 10 Position 56).

2 Press **Footnote** (Ctrl-F7), then select Create (1) to create a footnote.

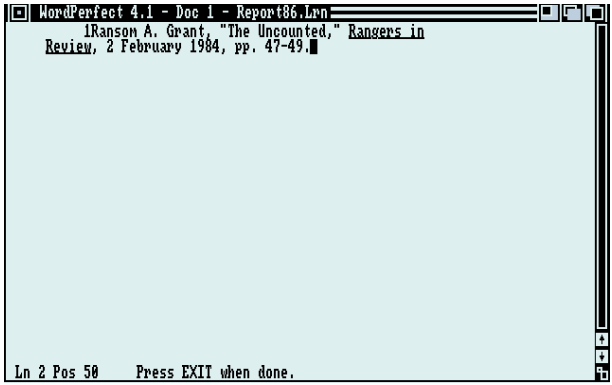


Using the mouse:

*Highlight **Footnote** on the Special menu, then choose **Create**.*

3 Type **Ransom A. Grant, "The Uncounted," Rangers in Review, 2 February 1984, pp. 47-49.**

Using the mouse:



4 Press **Exit** (F7) to exit the footnote window.

*Choose **Exit/Restart** on the Project menu.*

For the second footnote:

5 Move to the end of the second paragraph on page 3 (Line 26 Position 71).

Follow step 2 above, and then type the text indicated below:

6 Type **John L. Winterset, "Program Improvement Report," Government Documents Quarterly, April 1982, pp. 78-92.**

For the third footnote:

7 Move to the end of the first paragraph on page 5 (Line 13 Position 47).

Follow step 2 above and type the text indicated below:

8 Type **Winterset, pp. 78-92.**

11.3 Create endnotes

The exact steps for creating the first endnote are outlined below. Only the document location and text are provided for the second and third endnotes.

Using the mouse:

For the first endnote:

1 Move to the end of the last paragraph on page 4 (Line 17 Position 22).

2 Press **Footnote** (Ctrl-F7) and select Create Endnote (5) to create an endnote.

*Highlight **Endnote** on the Special menu, then choose **Create**.*

3 Press **Indent** (F4) to indent the endnote text.

*Choose **Left Indent** on the Format menu.*

4 Type **John R. Last, Tags and Other Wildlife I Have Known (Flatwood: Flatwood Univ. Press, 1984), pp. 23-25.**

5 Press **Exit** (F7) to exit the endnote window.

*Choose **Exit/Restart** on the Project menu.*

For the second endnote:

6 Move to the end of the first sentence on page 6 (Line 4 Position 38).

Follow steps 2 and 3 above, and type the text indicated below:

7 Type **Douglas Lloyd, "The Thrill of It All," Social Hunting Register, 189th ed. (Flatwood: Flatwood Univ. Press, 1982), pp. 33-64.**

For the third endnote:

8 Move to the end of the paragraph on page 7 (Line 7 Position 45).

Follow steps 2 and 3 above, and type the text indicated below:

9 Type **Lloyd, pp. 33-64.**

11.4 Create an endnote page

When endnotes are printed, they appear at the end of the document. Most of the time, you will want them to appear on a separate page, possibly with a title.

1 Move to the end of the document.

2 Press **Hard Page** (Ctrl-Return) to start a new page.

3 Press **Center** (Shift-F6) to turn on centering.

4 Press **Bold** (F6), then **Underline** (F8) to turn on bolding and underlining.

5 Type **Endnotes** as the title.

6 Press **Bold**, then **Underline** again to turn off bolding and underlining.

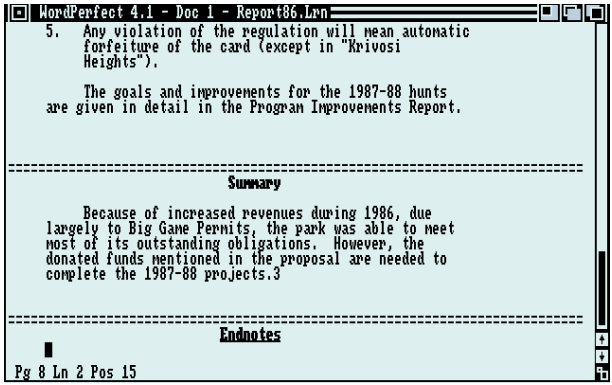
7 Press **Return** to end centering.

Using the mouse:

*Choose **Center** on the Format menu.*

*Choose **Bold**, then **Underline** on the Style menu.*

*Choose **Bold**, then **Underline** on the Style menu.*

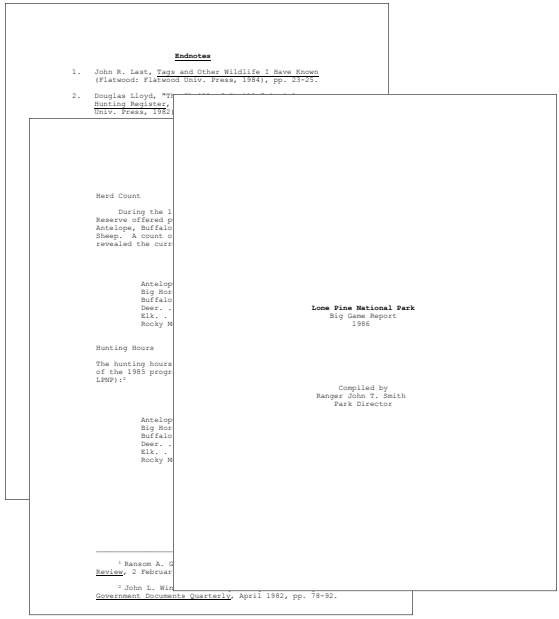


11.5 Print

Print the document now to see how the footnotes and endnotes look.

1 Press **Print** (Shift-F7), then select Full Text (1) to print the Big Game report.

Notice that the footnotes are printed at the bottom of the page, while the endnotes appear on the last page of the document.



Using the mouse:

*Choose **Full Text** on the Print menu.*

11.6 Edit a footnote

A date and month need to be changed in the second footnote. When you enter the footnote number, WordPerfect finds and displays the footnote you want to edit.

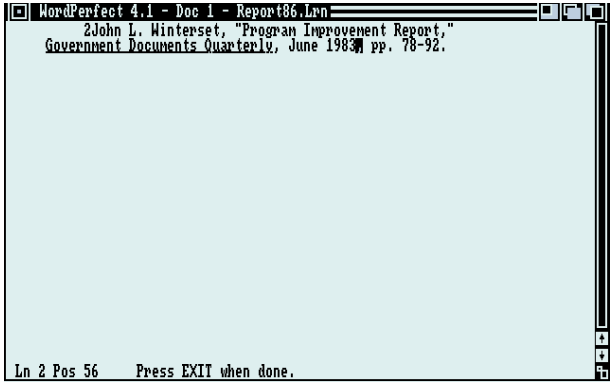
1 Press **Footnote** (Ctrl-F7), then select Edit (2) to edit a footnote.

2 Enter **2** to edit the second footnote.

3 Move to the "A" in "April."

4 Press **Del** until "April 1982" is deleted.

5 Type **June 1983** as the new text.



6 Press **Exit** (F7) to exit the footnote window.

Using the mouse:

*Highlight **Footnote** on the Special menu, then choose **Edit**.*

*Choose **Exit/Restart** on the Project menu.*

11.7 Change numbering styles

A variety of options are available for changing the style of footnote and endnote numbering. For this lesson, change the style for footnotes and endnotes.

Using the mouse:

1 Move to the beginning of the document.

2 Press **Footnote** (Ctrl-F7), then select Options (4). The Footnote Options menu appears.

*Highlight **Footnote** on the Special menu, then choose **Options**.*

3 Select Endnote numbering mode (6), then select Letters (3) for the endnote numbering mode.

*Choose **Endnote numbering mode**, then choose **Letters**.*

The endnote numbering style has been changed for endnote numbers in the text of your document.

4 Select String for footnotes in text (A) to change the footnote numbering style in the text. Now you can customize your own numbering style.

*Choose **String for footnotes in text**.*

5 Press **Underline** (F8) to insert an Underline On code [Undrline].

6 Press **Footnote** (Ctrl-F7), then select Footnote/Endnote (1) to insert a Footnote code [Note] in the string.

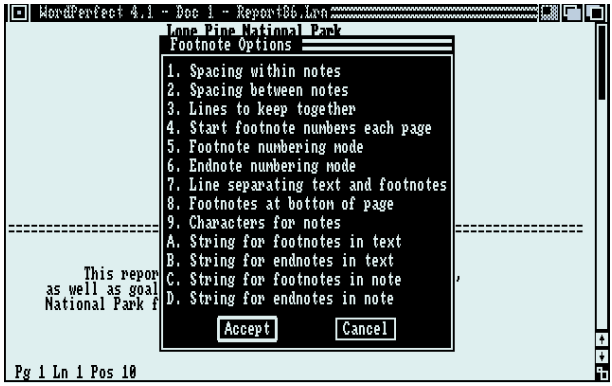
7 Press **Underline** again to insert an Underline Off code [u].

8 Enter / (a slash).

You have now changed the numbering style for footnote numbers that appear in the text of your document.

9 Select String for footnotes in note (C) to change the footnote numbering style in the note.

Follow the same steps as outlined above to insert the new numbering style (1/, 2/, etc.) for the footnote number in the note.



10 Press **Return** to exit the Footnote Options menu.

Using the mouse:

*Choose **String for footnotes in note**.*

*Click on **Accept**.*

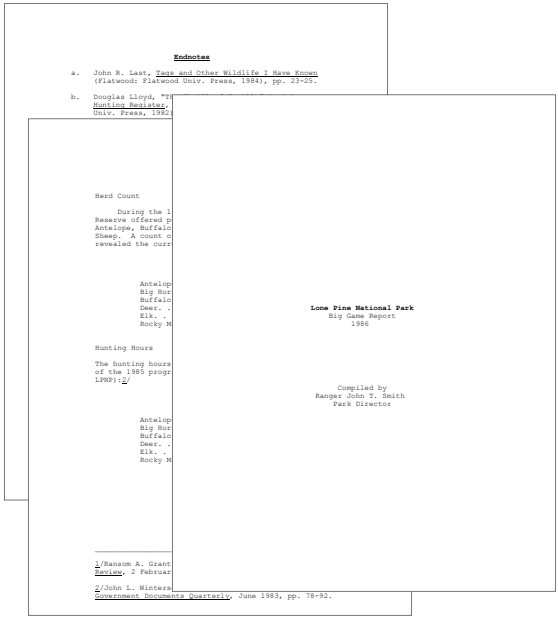
11.8 Print and clear the screen

Print the report again and notice the changes in numbering style for the footnotes and endnotes in the text and in the notes.

Using the mouse:

1 Press **Print** (Shift-F7), then select Full Text (1) to print the edited Big Game report.

*Choose **Full Text** on the Print menu.*



2 Press **Exit** (F7) to begin clearing the screen.

*Choose **Exit/Restart** on the Project menu.*

3 Type **n** twice to clear the screen without saving the document.

*Click on **No** in both requesters.*

Redline and Strikeout

When editing a document, you may want to mark the text you want added and/or the text you want deleted. You can use the Redline feature to mark text to be added and the Strikeout feature to mark text to be deleted.

In this lesson, you take a paragraph of the Lone Pine Big Game report and mark text for Redline and Strikeout, then use the Remove feature to delete the strikeout text and remove the redline markings.

While working through the lesson, you learn the following facts about WordPerfect's Redline/Strikeout feature:

- Redline puts a vertical bar in the margin to note where text has been added.
- Strikeout puts dashes through the letters of the words you want removed from the text.
- Remove takes out the vertical bars and deletes the strikeout text when you get ready to print a final copy.
- Redlined text remains in the document after you use the Remove feature; only the codes and the strikeout text are deleted.

The skills you learn in this lesson can be used to

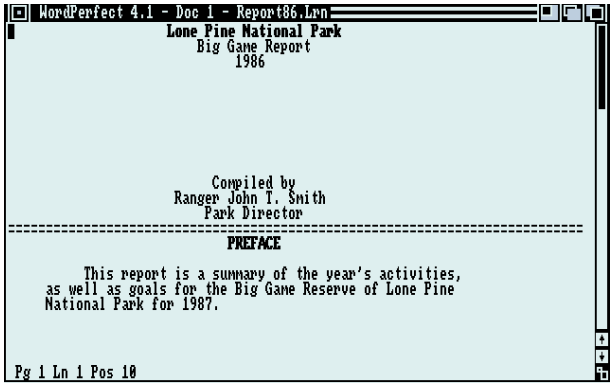
- Highlight new text for editing approval.
- Highlight text you may want deleted from the final copy.
- Remove the text you don't want.

12.1 Retrieve a document

Retrieve the Lone Pine Big Game report for editing.

1 Press **Retrieve** (Shift-F10).

2 Enter **learn:report86.lrn** as the filename.



Using the mouse:
*Highlight **Retrieve** on the Project menu, then choose **File**.*

12.2 Insert a sentence

You want to insert an additional sentence into a paragraph, and mark it for editing approval.

1 Move to the beginning of the second sentence in the paragraph on page 7 (Line 5 Position 53).

2 Press **Mark Text** (Alt-F5) and select Redline (3) to begin redlining. A plus sign (+) appears on the status line, next to the position (Pos) number, as a reminder that you are redlining now.

3 Type **The program improvement proposal for the 1987-88 year can be funded in part through park revenues.**

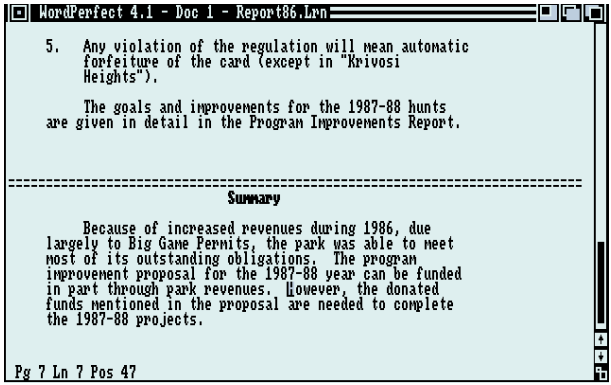
4 Press the **Space Bar** twice to add space between the sentences.

5 Press **Mark Text** again and select Redline (3) to end redlining.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Redline**.*

*Highlight **Mark Text** on the Special menu, then choose **Redline**.*



12.3 Strikeout a phrase

You want to strikeout a phrase in the report for deletion in the final document.

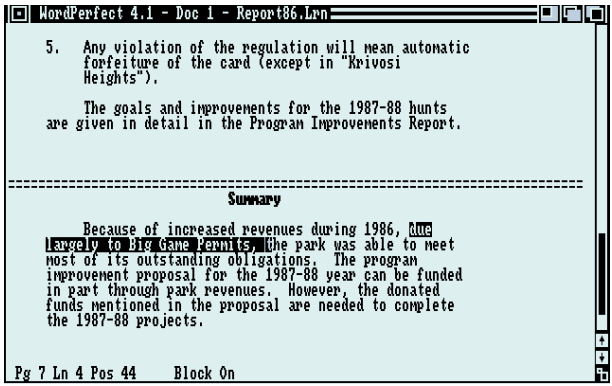
Using the mouse:

1 Move to the beginning of the phrase "due largely to..." in the first sentence of the paragraph (Line 3 Position 63).

2 Press **Block** (Alt-F4) to turn on Block.

*Choose **Block** on the Edit menu.*

3 Type a comma (,) then a space to highlight the phrase.



4 Press **Mark Text** (Alt-F5) and select Strikeout (4) to strikeout the highlighted phrase.

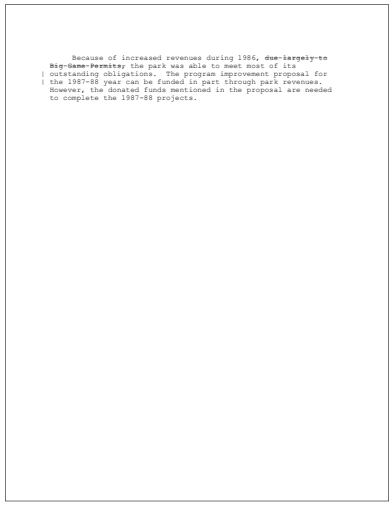
*Highlight **Mark Text** on the Special menu, then choose **Strikeout**.*

12.4 Print

You now want to print the paragraph and send it through for approval before printing the final document.

1 Block the edited paragraph.

2 Press **Print** (Shift-F7), then type **y** to print the highlighted text. Notice the vertical dash marks in the left margin for the redlined sentence, and the dashes in the strikeout phrase.



Because of increased revenues during 1986, ~~due largely to Big Game Permits~~, the park was able to meet most of its
| outstanding obligations. The program improvement proposal for
| the 1987-88 year can be funded in part through park revenues.
However, the donated funds mentioned in the proposal are needed
to complete the 1987-88 projects.

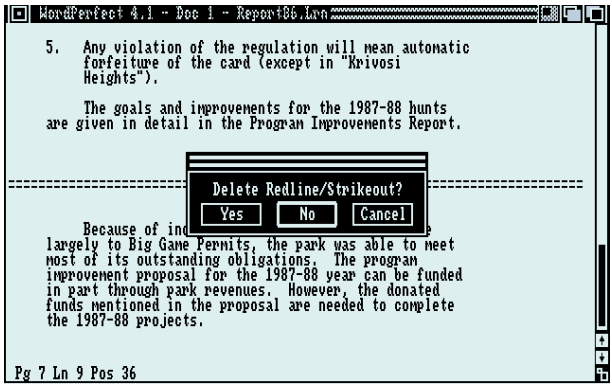
Using the mouse:

*Choose **Block** on the Print menu, then click on **Yes** in the requester.*

12.5 Remove

The changes have been approved; you are ready to remove the redline markings and delete the strikeout phrase.

1 Press **Mark Text** (Alt-F5) and select Remove (4).



2 Type **y** to remove the marks and text. Redlined text remains—only the codes are removed. However, both strikeout codes and text are deleted.

Using the mouse:

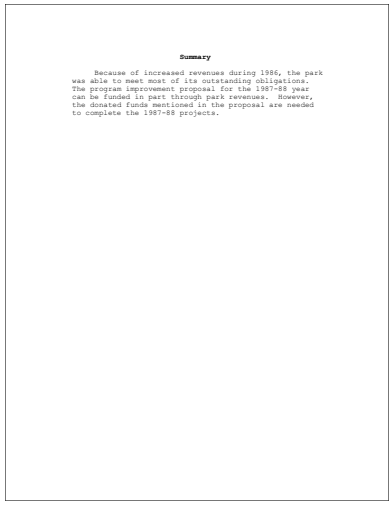
*Highlight **Mark Text** on the Special menu, then choose **Remove**.*

*Click on **Yes** in the requester.*

12.6 Print and clear the screen

Print the edited page and notice that the redline marks and the strikeout text are gone.

1 Press **Print** (Shift-F7) and select Page (2) to print the edited page.



2 Press **Exit** (F7) to begin clearing the screen.

3 Type **n** twice to clear the screen without saving the document.

Using the mouse:

*Choose **Page** on the Print menu.*

*Choose **Exit/Restart** on the Project menu.*

*Click on **No** in both requesters.*

Outline and Paragraph Numbering

Lesson 13

The Outline feature in WordPerfect lets you create an outline which is automatically numbered.

In this lesson, you create and edit an outline for the Lone Pine Big Game report.

While working through the lesson, you learn the following facts about WordPerfect's Outline feature:

- Outline automatically numbers entries.
- You can have up to seven levels of numbering in your outline.
- When you edit an outline, WordPerfect automatically changes the numbering.

The skills you learn in this lesson can be used to quickly create flexible outlines for various purposes.

13.1 Begin the outline

The Outline feature will automatically insert paragraph numbers.

1 Press **Mark Text** (Alt-F5) and select Outline (1) to begin outlining. Notice the "Outline" message on the status line.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Outline**.*

13.2 Outline

The keystrokes below guide you through creating the first part of the outline.

Using the mouse:

1 Press **Return** to insert the first paragraph number in the first outlining level.

2 Press **Indent** (F4) to indent the line.

*Choose **Left Indent** on the Format menu.*

3 Type **Permits** as the first item in the outline.

4 Press **Return** twice. This will end the indent and return the cursor to the next line, then insert the next paragraph number, and add a blank line.

5 Press **Tab** to move the paragraph number to the second outlining level.

6 Press **Indent** to indent the line.

*Choose **Left Indent** on the Format menu.*

7 Type **Hunting Hours** as the second item in the outline.

8 Press **Return** to insert a paragraph number, and press **Tab** to move it to the second outlining level.

9 Press **Indent** to indent the line.

*Choose **Left Indent** on the Format menu.*

10 Type **Tags** as the third item in the outline.

11 Press **Return** to insert a paragraph number.

12 Press **Tab** twice to move the paragraph number to the third outlining level.

13 Press **Indent** to indent the line.

*Choose **Left Indent** on the Format menu.*

14 Type **Checking Stations** as the fourth item in the outline.

15 Press **Return** to insert a paragraph number.

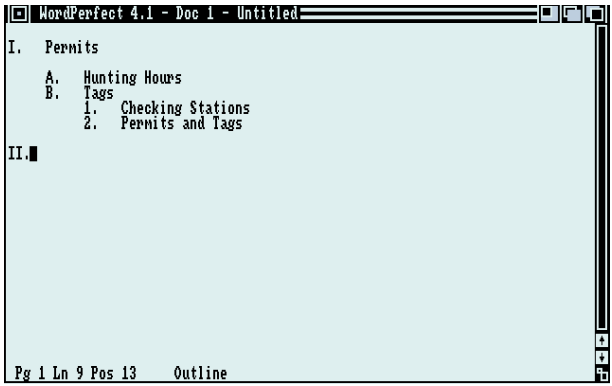
16 Press **Tab** twice to move the paragraph number to the third outlining level.

17 Press **→Indent** to indent the line.

18 Type **Permits and Tags** as the fifth item in the outline.

19 Press **Return** twice to insert a paragraph number and add a blank line.

*If you make a mistake, press **Backspace** to delete the text and Paragraph Number code (if necessary). Press **Return** or select the Paragraph Number option on the Mark Text menu to insert a new code.*



Using the mouse:

*Choose **Left Indent** on the Format menu.*

13.3 Complete the outline

Now that you have learned the basic steps for creating an outline, continue using Tab, ⏵Indent, and Return to create the rest of the outline as shown below:

II. Big Game Hunts

A. Conservation Measures
1. Age Limit
2. Deer and Elk
B. Number Taken

III. Hunter Education

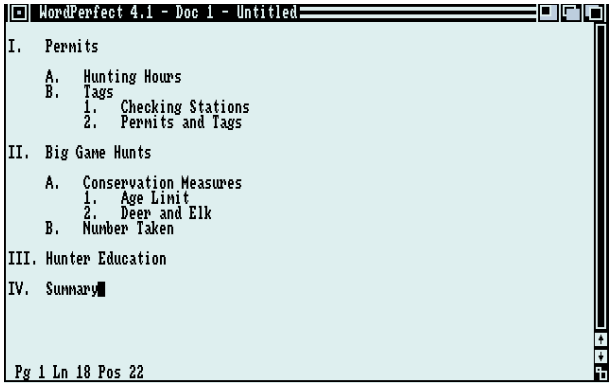
IV. Summary

When you finish creating the outline,

1 Press **Mark Text** (Alt-F5) and select Outline (1) to end outlining.

Using the mouse:

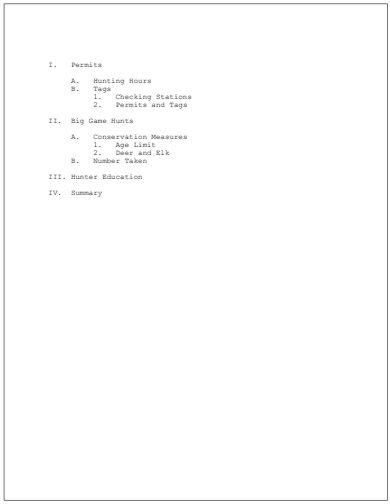
*Highlight **Mark Text** on the Special menu, then choose **Outline**.*



13.4 Print the outline

Now that the outline is complete, send it to the printer.

1 Press **Print** (Shift-F7) and select Full Text (1) to send the outline to the printer.



I. Permits

A. Hunting Hours
B. Tags
1. Checking Stations
2. Permits and Tags

II. Big Game Hunts

A. Conservation Measures
1. Age Limit
2. Deer and Elk
B. Number Taken

III. Hunter Education

IV. Summary

Using the mouse:
*Choose **Full Text** on the Print menu.*

13.5 Add an entry

Once an outline is created, you might need to edit the text or add new entries. In this step, add a "Herd Count" entry to the outline.

1 Move to the left margin of Line 4.

2 Press **Return** to add a blank line, then press ↑ to move the cursor to that line.

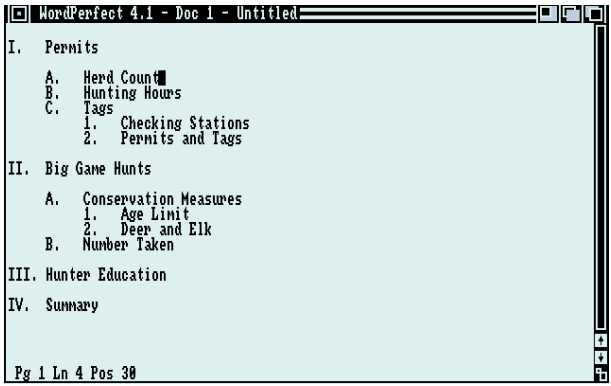
3 Press **Tab** to move to the next tab stop, in line with the second outlining level.

4 Press **Mark Text** (Alt-F5) and select Paragraph Number (2) to insert a paragraph number.

5 Press **Return** to insert an automatic paragraph number. This is the same type of paragraph number that the Outline feature inserted automatically.

6 Press **Indent** (F4) to indent the line.

7 Type **Herd Count** as the additional item in the outline.



Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Paragraph #**.*

*Choose **Left Indent** on the Format menu.*

13.6 Select the Legal style

Once an outline is created, you can quickly change the style of numbering for the whole outline by inserting a new definition.

1 Press **PgUp** to move to the top of the page.

2 Press **Mark Text** (Alt-F5) and select Define (6). The Define Text Markings menu appears.

3 Select Paragraph/Outline Numbering (7), and the Paragraph Numbering menu appears. The first three options show the preset styles. The fourth option is available for creating your own style.

4 Select the Legal Numbering style (3).

5 Press **Screen** (Ctrl-F3), then select Rewrite (0) to rewrite the screen and display the new style in the outline.

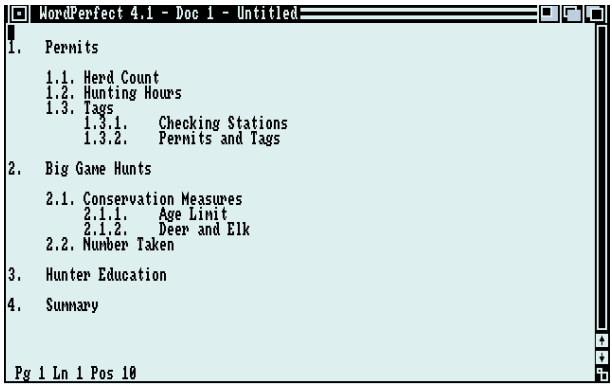
Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Define**.*

*Choose **Paragraph/Outline Numbering**.*

*Choose **Legal Numbering**.*

*Highlight **Screen** on the Special menu, then choose **Rewrite**.*



13.7 Create a new style, then clear the screen

Besides selecting from the available styles, you can select from several options to create your own numbering style.

Using the mouse:

1 Press **Backspace**, then type **y** to delete the [Par#Def] code for the Legal style.

2 Press **Mark Text** (Alt-F5) and select Define (6). The Define Text Markings menu appears.

*Highlight **Mark Text** on the Special menu, then choose **Define**.*

3 Select Paragraph/Outline Numbering (7), and the Paragraph Numbering menu appears.

*Choose **Paragraph/Outline Numbering**.*

4 Select Other (4) to create your own style.

*Choose **Other**.*

5 Press **Return** three times to accept the current number and punctuation style for Level 1, and the number style for Level 2.

*Click on **Accept** three times.*

6 Enter **3** to select a parenthesis for the Level 2 punctuation style.

*Click on **#)**, then on **Accept**.*

7 Enter **2** to select Lowercase Roman for the Level 3 number style.

*Choose **Lowercase Roman**, then click on **Accept**.*

8 Enter **4** to select parentheses for the Level 3 punctuation style.

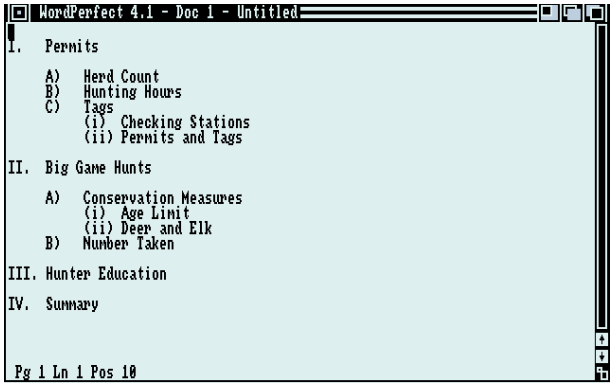
*Click on **(#)**, then on **Accept**.*

9 Press **Return** until you exit the Paragraph Numbering menu.

*Click on **Accept** until you exit the menu.*

10 Press **Screen** (Ctrl-F3), then select Rewrite (0) to rewrite the screen and display the new style in the outline.

*Highlight **Screen** on the Special menu, then choose **Rewrite**.*



Using the mouse:

11 Press **Exit** (F7) to begin clearing the screen.

*Choose **Exit/Restart** on the Project menu.*

12 Type **n** twice to clear the screen without saving the document.

*Click on **No** in both requesters.*

Table of Contents, Lists, and Index

Lesson 14

When writing a report, you will often need a table of contents, lists of graphs and illustrations, and/or an index. WordPerfect provides a feature that automatically generates these items after you mark the text you want included in them. All of these features are found on the Mark Text menu.

This lesson takes you through the complete process of creating a table of contents, two lists, and an index. You also change the numbering style and generate these tables again.

While working through this lesson, you learn the following facts about WordPerfect's features:

- Block highlights text for a table of contents and lists.
- The table of contents can have up to five levels.
- [Mark] and [EndMark] codes are placed before and after the text marked for a table of contents and lists.
- You can mark the text for the index with or without Block.
- You can choose from five numbering styles for the table of contents, lists, and index.
- In the table of contents, you can select a different numbering style for each of the five levels.
- Once you mark the text and choose the numbering style, WordPerfect automatically generates the table, list(s), and index.

The skills you learn in this lesson can be used to

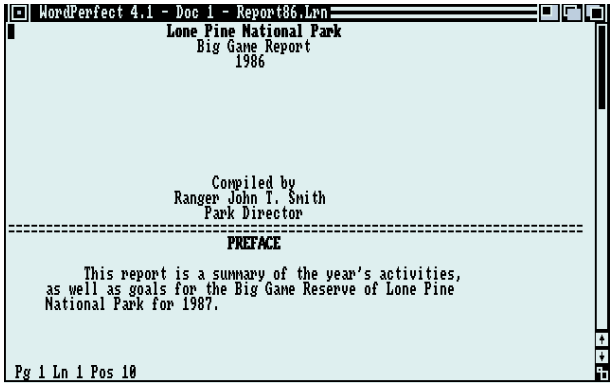
- Create a table of contents for your report.
- Create lists of graphs, maps, illustrations, etc.
- Create an index of your report.

14.1 Retrieve a document

Retrieve the Big Game report for editing.

1 Press **Retrieve** (Shift-F10).

2 Enter **learn:report86.lrn** as the filename.



Using the mouse:
*Highlight **Retrieve** on the Project menu, then choose **File**.*

14.2 Mark text for the table of contents

You are ready to mark text for a two-level table of contents. For the first level,

1 Move to the "Permits" heading at the top of page 3.

2 Block the heading.

3 Press **Mark Text** (Alt-F5) and select Table of Contents (1).

4 Enter **1** to mark the heading for level 1 in the table.

Repeat these steps for:

"Big Game Hunts" at the top of Page 5.
"Hunter Education Program" at the top of Page 6.
"Summary" at the top of Page 7.

Once you complete marking the text for the first level of the table, you are ready to mark text for the second level.

5 Move your cursor to the text in the following list and repeat the above steps. This time, enter **2** for the level number.

"Herd Count" on Page 3 Line 4.
"Hunting Hours" on Page 3 Line 23.
"Tags" on Page 4 Line 1.
"Conservation Measures" on Page 5 Line 4.
"Number Taken" on Page 5 Line 16.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Table of Contents**.*

14.3 Mark text for two lists

You are now ready to mark text for two lists — Tables (list 1) and Graphs (list 2). For the first list,

Using the mouse:

1 Move to the "Big Game Census" title on Page 3 Line 13.

2 Block the title.

3 Press **Mark Text** (Alt-F5) and select List (2).

*Highlight **Mark Text** on the Special menu, then choose **List**.*

4 Enter **1** to mark the title for list 1.

Repeat these steps for:

"Hunting Hours" on Page 3 Line 29.
"Big Game Tags" on Page 4 Line 19.

You are ready to mark an entry for the second list.

5 Move to the "Big Game Hunt" title on Page 5 Line 22.

6 Block the title.

7 Press **Mark Text** and select List (2).

*Highlight **Mark Text** on the Special menu, then choose **List**.*

8 Enter **2** to mark the title for list 2.

14.4 Mark text for the index

The first task in marking text for the index is to create an "Animals" heading and use each animal name as a subheading.

Using the mouse:

1 Move to the word "Antelope" in the "Hunting Hours" table at the bottom of page 3 (Line 31).

2 Press **Mark Text** (Alt-F5) and select Index (5).

*Highlight **Mark Text** on the Special menu, then choose **Index**.*

3 Enter **Animals** as the heading.

4 Press **Return** to use "Antelope" as the subheading.

*Click on **Accept** in the requester.*

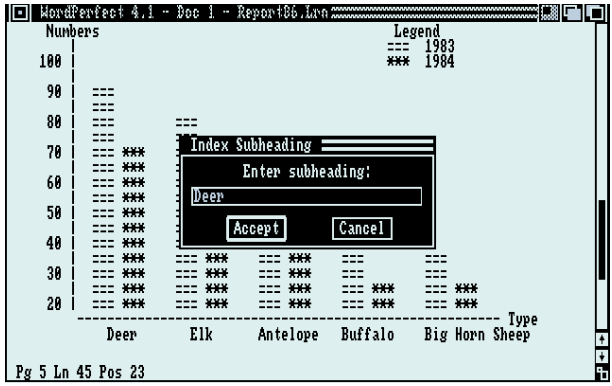
Follow the above steps for each animal in the list. For multiple-word headings, like "Big Horn Sheep" and "Rocky Mountain Goat," use Block to mark the text before pressing Mark Text. When you finish,

5 Move to "Deer" at the bottom of the graph on Page 5 (Line 45).

6 Press **Mark Text** and select Index (5).

*Highlight **Mark Text** on the Special menu, then choose **Index**.*

7 Enter **Animals** as the heading.



8 Press **Return** to use "Deer" as the subheading.

*Click on **Accept** in the requester.*

Follow the above directions to mark each animal name at the bottom of the graph. For "Big Horn Sheep," use Block to mark the text.

After marking the animal names for indexing, you are ready to mark the text for the "Documents, Government" heading.

Using the mouse:

9 Move to the "ANPI-85-LPNP" reference on Page 3 Line 26.

10 Block ANPI-85-LPNP.

11 Press **Mark Text** and select Index (5).

*Highlight **Mark Text** on the Special menu, then choose **Index**.*

12 Enter **Documents, Government** as the heading.

13 Press **Return** to use the displayed text as the subheading.

*Click on **Accept** in the requester.*

14 Move to the end of the first paragraph on page 5 (Line 13 Position 47).

15 Press **Mark Text** and select Index (5).

*Highlight **Mark Text** on the Special menu, then choose **Index**.*

16 Enter **Documents, Government** as the heading.

17 Enter **State Big Game Proclamation** as the subheading.

Now that you are familiar with marking text for an index, move to the beginning of the report and mark each occurrence of "herds" and "Big Game Permits" (you will need to use Block for "Big Game Permits"). To use the displayed text for each heading, press **Return**. There are no subheadings, so press **Return** again on the Index Subheading requester.

Now that you have marked the text for each table, list, and index, you are ready to define the numbering style for the table of contents, lists, and index entries in the Lone Pine Big Game report.

14.5 Define the table style

Create a title for the table of contents, then define the numbering style.

Using the mouse:

1 Move to the end of page 1 (Line 13 Position 49).

2 Press **Hard Page** (Ctrl-Return).

3 Press **Center** (Shift-F6) and **Bold** (F6) to turn on centering and bolding.

*Choose **Center** on the Format menu, then **Bold** on the Style menu.*

4 Type **Table of Contents** as the title.

5 Press **Bold** again to turn off bolding.

*Choose **Bold** on the Style menu.*

6 Press **Return** twice to end centering, return the cursor to the next line, and add a blank line.

7 Press **Mark Text** (Alt-F5) and select Define (6). The Define Text Markings menu appears.

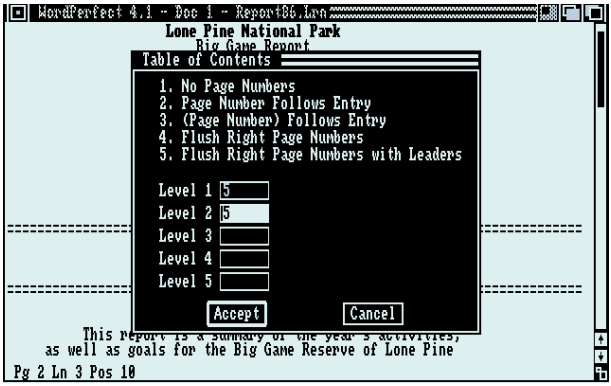
*Highlight **Mark Text** on the Special menu, then choose **Define**.*

8 Select Table of Contents (6), and the Table of Contents menu appears.

*Choose **Table of Contents** on the menu.*

9 Enter **2** for the number of levels in the table.

10 Type **n** to indicate no wrapping for the second level.



11 Press **Return** twice to accept the displayed styles for both levels and exit the menu.

Using the mouse:
*Click on **No** in the requester.*

*Click on **Accept** twice.*

14.6 Define the lists style

There are two lists to define—one for the tables in the report and one for the graphs.

Using the mouse:

1 Press **Hard Page** (Ctrl-Return) after the table of contents definition.

2 Press **Center** (Shift-F6) and **Bold** (F6) to turn on centering and bolding.

*Choose **Center** on the Format menu, then **Bold** on the Style menu.*

3 Type **Tables** for the first list.

4 Press **Bold** again to turn off bolding.

*Choose **Bold** on the Style menu.*

5 Press **Return** twice to end centering, return the cursor to the next line, and add a blank line.

6 Press **Mark Text** (Alt-F5) and select Define (6). The Define Text Markings menu appears.

*Highlight **Mark Text** on the Special menu, then choose **Define**.*

7 Select List 1 (1), then (Page Number) Follows Entry (3) to define the first list for page numbers in parentheses to follow each entry.

*Choose **List 1**, then **(Page Number) Follows Entry**.*

You are now ready to define the second list for any graphs in the report.

8 Press **Return** twice to add blank lines between the Tables and Graphs lists.

9 Press **Center** and **Bold** to turn on centering and bolding.

*Choose **Center** on the Format menu, then **Bold** on the Style menu.*

10 Type **Graphs** for the second list.

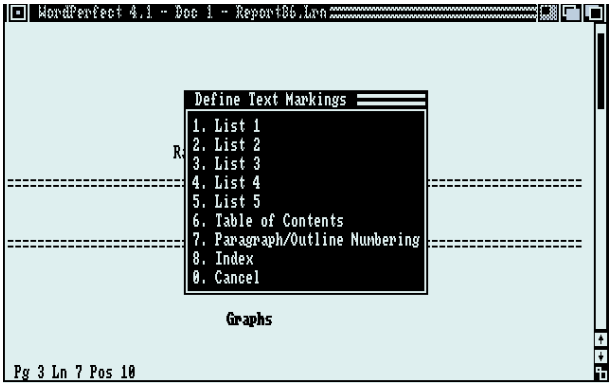
11 Press **Bold** again to turn off bolding.

*Choose **Bold** on the Style menu.*

12 Press **Return** twice.

13 Press **Mark Text** and select Define (6). The Define Text Markings menu appears.

Using the mouse:
*Highlight **Mark Text** on the Special menu, then choose **Define**.*



14 Select List 2 (2), then Flush Right Page Numbers with Leaders (5) to define the second list for page numbers flush right with bullet leaders.

*Choose **List 2**, then **Flush Right Page Numbers with Leaders**.*

14.7 Define the index

The final step before generating the documents is to define the index for the report.

Using the mouse:

1 Move to the end of the report.

2 Press **Hard Page** (Ctrl-Return).

3 Press **Center** (Shift-F6) and **Bold** (F6) to turn on centering and bolding.

*Choose **Center** on the Format menu, then **Bold** on the Style menu.*

4 Type **Index** as the title.

5 Press **Bold** again to turn off bolding.

*Choose **Bold** on the Style menu.*

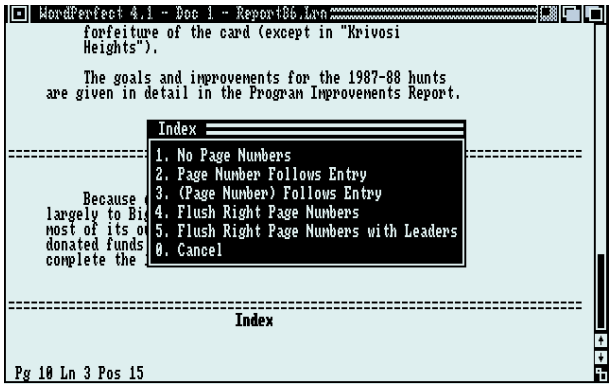
6 Press **Return** twice to end centering, return the cursor to the next line, and add a blank line.

7 Press **Mark Text** (Alt-F5) and select Define (6). The Define Text Markings menu appears.

*Highlight **Mark Text** on the Special menu, then choose **Define**.*

8 Select Index (8), and the Index menu appears.

*Choose **Index**.*



9 Select Page Number Follows Entry (2) to define the index for a page number to follow each entry.

*Choose **Page Number Follows Entry**.*

14.8 Generate the table, lists, and index

With the text marked and the definitions created, you are ready to let WordPerfect take over and automatically create a table, two lists, and an index.

1 Press **Mark Text** (Alt-F5) and select Generate (7) to begin generating.

If your computer does not have enough memory available, WordPerfect will display a message indicating this. You will need to cancel the function, or free some memory by exiting all other windows.

2 Type **y** to indicate that any previously generated documents have been deleted.

When WordPerfect is finished, scroll through the report to see the generated text, then print the report.

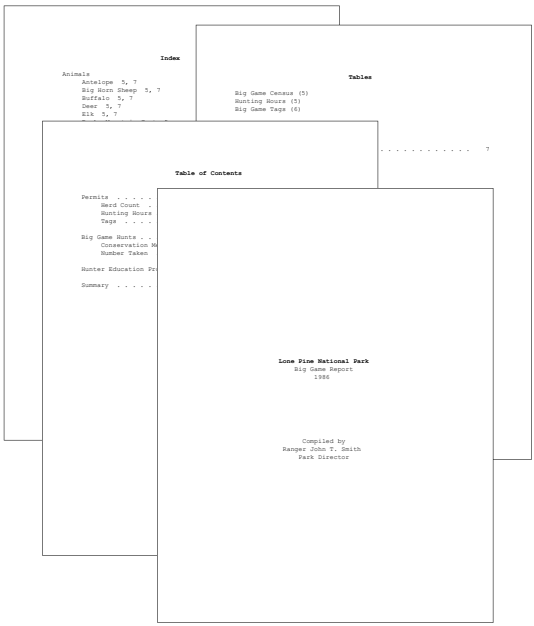
3 Press **Print** (Shift-F7) and select Full Text (1) to print the report.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Generate**.*

*Click on **Yes** in the requester.*

*Choose **Full Text** on the Print menu.*



14.9 Change numbering styles

Before printing the final report, try changing the numbering styles for the table of contents and index.

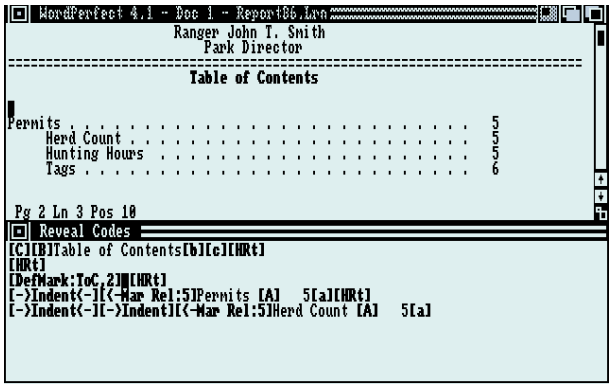
Using the mouse:

1 Move to the top of page 2.

2 Display the **Reveal Codes** window (Alt-F3).

*Choose **Reveal Codes** on the Edit menu.*

3 Move to the right of the [DefMark:ToC,2] code.



4 Press **Backspace** to delete the [DefMark:ToC,2] code, and the table of contents definition you selected is gone.

5 Press the **Space Bar** to exit the Reveal Codes window.

Click on the Close gadget in the Reveal Codes window.

6 Press **Mark Text** (Alt-F5) and select Define (6). The Define Text Markings menu appears.

*Highlight **Mark Text** on the Special menu, then choose **Define**.*

7 Select Table of Contents (6) to define the table of contents.

*Choose **Table of Contents**.*

8 Enter **2** for two levels.

9 Type **y** to make the second level have a wrapped format.

*Click on **Yes** in the requester.*

10 Press **Return** twice to accept the displayed numbering styles and exit the menu.

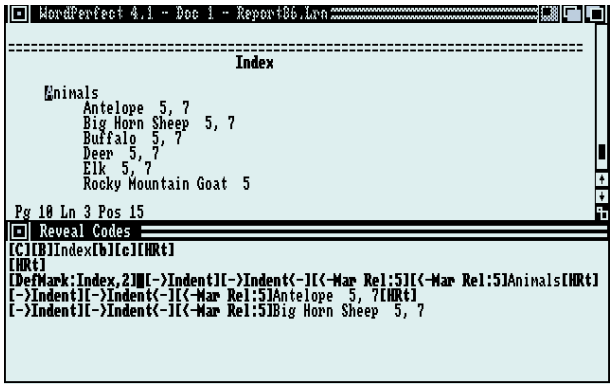
*Click on **Accept** twice.*

You also want to change the index numbering style to print the page numbers flush to the right margin.

11 Move to the last page (Page 10).

12 Display the Reveal Codes window (Alt-F3).

13 Move to the right of the [DefMark:Index,2] code.



14 Press **Backspace** to delete the [DefMark:Index,2] code, and the index definition you selected is gone.

15 Press the **Space Bar** to exit the Reveal Codes window.

16 Press **Mark Text** and select Define (6). The Define Text Markings menu appears.

17 Select Index (8), then Flush Right Page Numbers (4) to define flush right page numbers for the index.

Using the mouse:

*Choose **Reveal Codes** on the Edit menu.*

Click on the Close gadget in the Reveal Codes window.

*Highlight **Mark Text** on the Special menu, then choose **Define**.*

*Choose **Index**, then **Flush Right Page Numbers**.*

14.10 Generate

You are now ready to generate the final table of contents, lists, and index for the report.

1 Press **Mark Text** (Alt-F5) and select Generate (7) to begin generating.

2 Type **n** to delete the old table of contents, lists, and index.

3 Type **y** each time the Delete Block requester appears.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Generate**.*

*Click on **No** in the requester.*

*Click on **Yes** in each requester.*

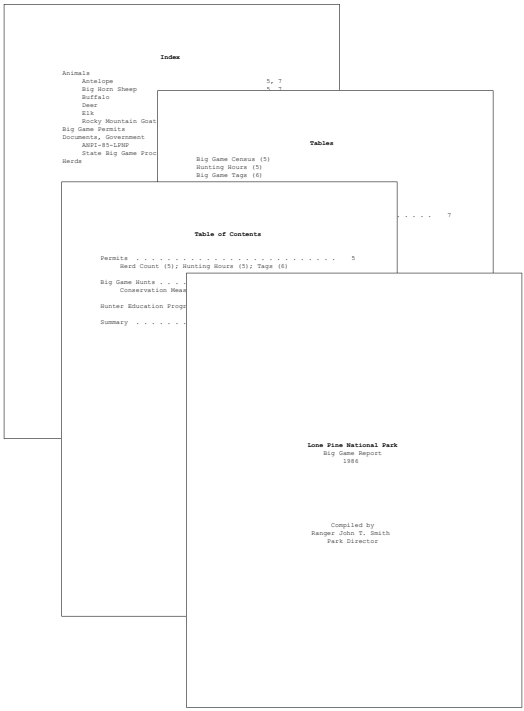
14.11 Print the document

After WordPerfect finishes generating the table of contents, lists, and index, print the document, then clear the screen.

1 Press **Print** (Shift-F7) and select Full Text (1) to print the final version of the report.

Using the mouse:

*Choose **Full Text** on the Print menu.*



2 Press **Exit** (F7) to begin clearing the screen.

*Choose **Exit/Restart** on the Project menu.*

3 Type **n** twice to clear the screen without saving the document.

*Click on **No** in both requesters.*

Border Draw

The Border Draw feature helps you draw boxes, graphs, borders, and other illustrations using any character. The quality of the printed copy depends on the characters your printer will print.

In this lesson, you use the Border Draw feature to draw a border around the title of the Lone Pine Big Game report, then print the title page.

Border Draw operates in the Typeover mode. When the cursor passes through existing characters, they are replaced. Codes are pushed forward.

While working through the lesson, you learn the following facts about WordPerfect's Border Draw feature:

- You can draw on a clear screen, or around and over existing text.
- Blank areas are filled in with spaces and/or Hard Returns.
- The Move option on the Border Draw menu lets you move around the illustration without disturbing any characters.
- Using the Arrow keys inserts the character.

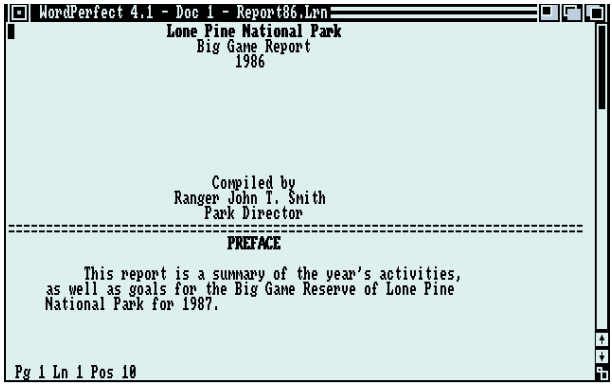
The skills you learn in this lesson can be used to draw boxes, graphs, borders, and other illustrations.

15.1 Retrieve a document

Retrieve the Big Game report for editing.

1 Press **Retrieve** (Shift-F10).

2 Enter **learn:report86.lrn** as the filename.



Using the mouse:
*Highlight **Retrieve** on the Project menu, then choose **File**.*

15.2 Double space the title

The text for the title is in three centered lines. Extra space is needed above the text, and the text would look better double spaced.

1 Press → to move past the Center Page code.

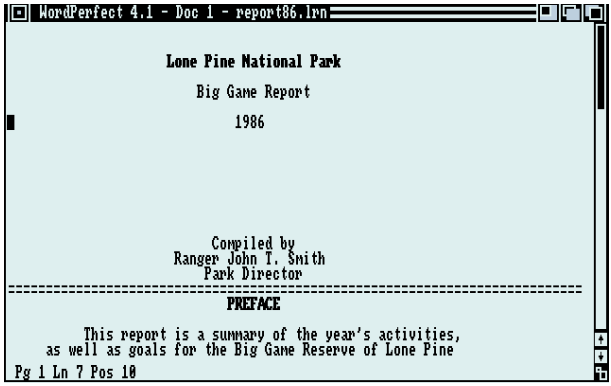
2 Press **Return** twice to add blank lines.

3 Press ↓, then ← to move to the beginning of the "Big Game Report" line.

4 Press **Return** to add a blank line.

5 Press ↓, then ← to move to the beginning of the "1986" line.

6 Press **Return** to add a blank line.



15.3 Draw the border

You are ready to use the Border Draw feature to draw a border around the text.

Using the mouse:

1 Press **Screen** (Ctrl-F3) and select Border Draw (1). The Border Draw menu appears.

*Highlight **Screen** on the Special menu, then choose **Border Draw**.*

2 Select Move (4).

*Choose **Move**.*

3 Move to Line 1 Position 26.

Use the arrow keys to move the cursor. When this document was created, no spaces were inserted into the empty lines; however, when you use Border Draw, WordPerfect inserts spaces into the empty lines to help move the cursor where you want it.

4 Select Draw (1) to begin drawing with a single character "*".

*Choose **Draw**.*

5 Move to Line 1 Position 58 (→).

As you move the cursor, the character is inserted for you. Once you reach the spot where you want to form a right angle, you are ready to draw the right side of the box.

6 Move to Line 8 Position 58 (↓).

Notice how WordPerfect continues to add spaces as they are needed to create the box.

7 Press **Esc**, then enter **32** to set the Escape value for 32 times.

You can use the Escape feature to repeat a character as many times as you wish.

8 Press ← to draw a single line 32 characters long.

The border is too close to the line above it, and needs to be erased and moved down.

9 Select Erase (3).

*Choose **Erase**.*

10 Move to Line 8 Position 58 to erase the line (→).

11 Select Draw (1) to begin drawing with a single character.

12 Press ↓ to add an extra line for spacing.

13 Press **Esc**, then enter **32** to set the Escape value for 32 times.

14 Press ← to redraw the line.

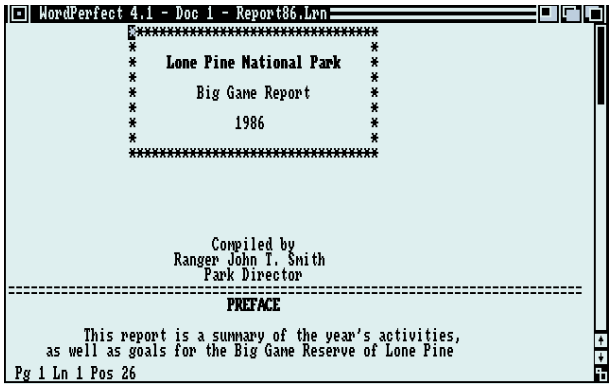
15 Press **Esc**, **Return**, then ↑ to finish drawing the box.

Now that the box is complete, you are ready to exit the Border Draw menu and print the edited title page.

16 Select Exit (0) to exit the Border Draw menu.

Using the mouse:
*Choose **Draw**.*

*Choose **Exit**.*



15.4 Print a page

Your printer may not be able to reproduce the characters you have used to draw the border. Follow the steps below to send the page to the printer as a test.

1 Press **Print** (Shift-F7) and select Page (2) to print the edited title page.

2 Press **Exit** (F7), type **n**, then **n** again to clear the screen without saving the document.

Using the mouse:

*Choose **Page** on the Print menu.*

*Choose **Exit/Restart** on the Project menu, then click on **No** twice.*

Macros

Macros

The Macro feature lets you record any mouse steps or keystrokes, both text and function keys, under one name, and play them back exactly as they were recorded. You can create a macro that sends a document to a particular printer, starts the Speller, or creates a format. Any task you perform frequently is a candidate for the Macro feature.

In this lesson, you use the Macro feature to help you type a closing for a notice from the Lone Pine Ranger Station. Once the closing is inserted, you use another macro to send the notice to the printer.

While working through the lesson, you learn the following facts about WordPerfect's Macro feature:

- A macro remembers a series of keystrokes.
- A macro can print a document.
- A macro can close a letter.
- You need to enter the macro name before starting the macro.
- You can use the Amiga key to name a macro.

The skills you learn in this lesson can be used to create a macro that will

- Type a letter heading.
- Type a letter closing.
- File and print a document.
- Perform any task you can do with WordPerfect's features.

16.1 Define a macro

Follow these steps to create a macro that will send one copy of the document on your screen to printer 1.

Using the mouse:

1 Press **Macro Define** (Ctrl-F10) to begin defining the macro. You are asked for the name of the macro you will be defining.

*Highlight **Macros** on the Special menu, then choose **Define**.*

2 Use the Amiga key to name the macro (Amiga-t). The message "Macro Def' is displayed at the bottom of your screen. From now until you end the macro definition, each key you press will be recorded as part of the macro (even the mistakes!).

3 Press **Print** (Shift-F7) and select Full Text (1). These keystrokes to print a document from the screen have now been recorded in the macro.

*Choose **Full Text** on the Print menu.*

4 Press **Macro Define** again to end defining the macro. The macro is now recorded in a file named AMGT.MAC and the screen is still clear. Notice that WordPerfect adds a .MAC extension to the filename for you. All macros end with this extension.

*Highlight **Macros** on the Special menu, then choose **Define**.*

16.2 Define a second macro

In this macro, you record a format, text, and some extra spacing.

Using the mouse:

1 Press **Macro Define** (Ctrl-F10) to begin defining the macro. You are asked for the name of the macro you will be defining.

*Highlight **Macros** on the Special menu, then choose **Define**.*

2 Enter your initials (e.g., JQW). The "Macro Def" message is displayed. You are now ready to record the first part of your macro—a tab setting.

3 Press **Line Format** (Shift-F8) and select Tabs (1). The Tab Set requester appears.

*Highlight **Line** on the Format menu, then choose **Tabs**.*

4 Clear all the tab stops from the requester with the **Delete EOL** feature (Ctrl-End).

5 Enter **45** for a single tab stop at position 45.

6 Press **Return** since there is no increment.

*Click on **Accept** in the requester.*

7 Press **Exit** (F7) to exit the Tab Set requester. The tab setting is recorded, and you are ready to begin recording the next part of your macro—the closing.

*Click on **Accept** in the requester.*

8 Press **Tab** to move to the new tab stop.

9 Press **Center** (Shift-F6) to begin centering around the new tab stop.

*Choose **Center** on the Format menu.*

10 Type **Sincerely,** to start the closing.

11 Press **Return** four times to return the cursor to a new line and add blank lines for a signature.

12 Press **Tab** to move to the tab stop.

13 Press **Center** to begin centering around the tab stop.

*Choose **Center** on the Format menu.*

14 Type **Ranger** and then your own name.

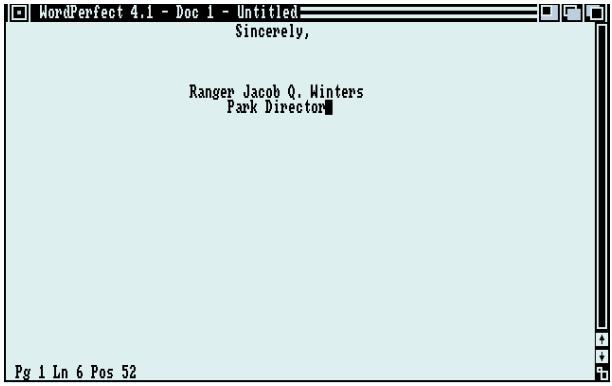
15 Press **Return** to move the cursor to the next line.

16 Press **Tab** to move to the tab stop.

17 Press **Center** to begin centering around the tab stop.

18 Type **Park Director** as your title.

19 Press **Macro Define** to end the macro definition. The macro is recorded in a file named with your initials.



20 Press **Exit**, type **n**, then press **Return** to clear the screen without saving the information, since it is already recorded in the macro file.

Using the mouse:
*Choose **Center** on the Format menu.*

*Highlight **Macros** on the Special menu, then choose **Define**.*

*Choose **Exit/Restart** on the Project menu, then click on **No** in both requesters.*

16.3 Use the second macro

Now that both macros are defined, you are ready to use them in a document.

1 Press **Retrieve** (Shift-F10).

2 Enter **learn:notice.lrn** as the filename.

You are going to use the second macro you created to replace the closing on the screen with your own closing to the letter.

3 Move to the "S" in "Sincerely" (Line 20 Position 37).

4 Move to the beginning of the line before any codes (Home, Home, Home, ←).

5 Press **Delete EOP** (Ctrl-PgDn), then type **y** to delete text from the cursor position to the end of the page.

6 Press **Macro** (Alt-F10) and the Invoke Macro requester appears.

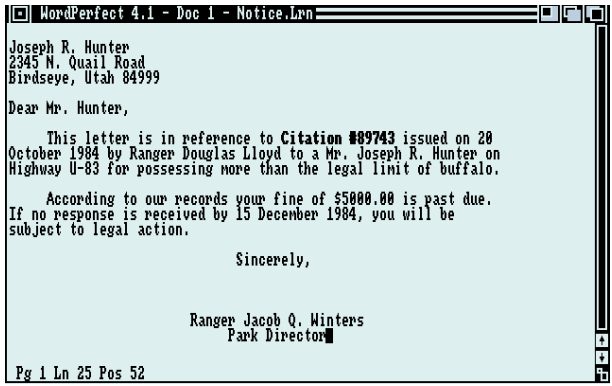
7 Enter your initials to start the macro. The new closing appears on the screen.

Using the mouse:

*Highlight **Retrieve** on the Project menu, then choose **File**.*

*Highlight **Delete** on the Edit menu, then choose **To End of Page**.*

*Highlight **Macros** on the Special menu, then choose **Invoke**.*



16.4 Use the first macro

Here you will use the print macro you created to send the letter to the printer before saving it.

Using the mouse:

1 Press **Amiga-t** to start the macro. The document on the screen is sent to the printer.

Notice that you do not need to use the Macro key to start a macro named with the Amiga key

2 Press **Exit** (F7) to begin saving the edited notice.

*Choose **Exit/Restart** on the Project menu.*

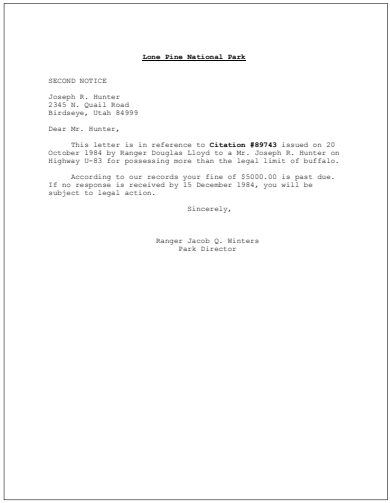
3 Type **y** to confirm saving the notice.

*Click on **Yes** in the requester.*

4 Enter **learn:notice.1** as the filename.

5 Type **n** to clear the screen.

*Click on **No** in the requester.*



Lone Pine National Park

SECOND NOTICE

Joseph R. Hunter
2345 N. Quail Road
Birdseye, Utah 84999

Dear Mr. Hunter,

This letter is in reference to **Citation #89743** issued on 20 October 1984 by Ranger Douglas Lloyd to a Mr. Joseph R. Hunter on Highway U-83 for possessing more than the legal limit of buffalo.

According to our records your fine of $5000.00 is past due. If no response is received by 15 December 1984, you will be subject to legal action.

Sincerely,

Ranger Jacob Q. Winters
Park Director

Macro Chaining

Macro chaining involves linking two or more macros together so that when one finishes, the other will automatically start.

In this lesson, you create a simple macro chain that marks a phrase for indexing, then moves to the next page where the phrase occurs.

While working through this lesson, you learn the following facts about WordPerfect's Macro feature:

- When you chain two macros together in a simple chain, all the keystrokes in the first macro are completed before WordPerfect starts the second macro.
- When you insert a search into a macro, the search is actually performed while you are recording the macro.

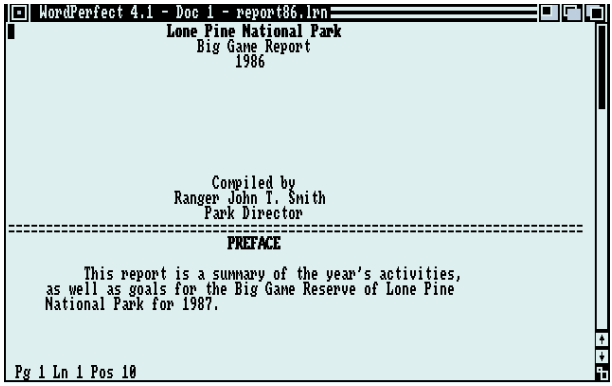
The skills you learn in this lesson can be used to quickly and accurately perform a task which you need to perform repeatedly throughout a document.

17.1 Retrieve a document

Retrieve the Big Game report onto a clear screen.

1 Press **Retrieve** (Shift-F10).

2 Enter **learn:report86.lrn** as the filename.



Using the mouse:
*Highlight **Retrieve** on the Project menu, then choose **File**.*

17.2 Create the SEARCH macro

In this step, you create a macro that moves down one page, then searches for the phrase "Big Game Permits."

1 Press **Macro Define** (Ctrl-F10) to begin defining the SEARCH macro.

2 Enter **search** as the macro name.

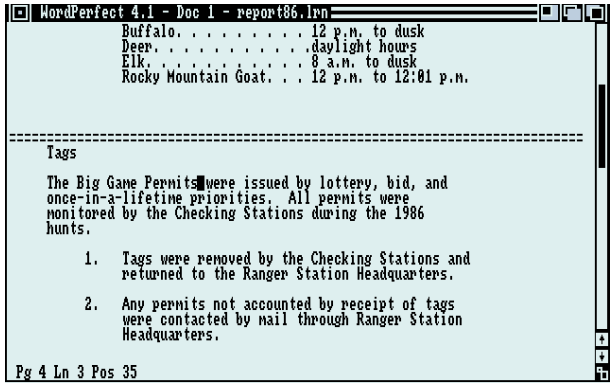
3 Move to the top of the next page (PgDn).

4 Press ➧**Search** (F2).

5 Type **Big Game Permits** as the search string.

6 Press ➧**Search** again to begin the search. The cursor stops just to the right of the first occurrence of "Big Game Permits."

7 Press **Macro Define** again to end defining the macro.



Using the mouse:

*Highlight **Macros** on the Special menu, then choose **Define**.*

*Choose **Forward** on the Search menu.*

*Click on **Accept** in the requester.*

*Highlight **Macros** on the Special menu, then choose **Define**.*

17.3 Create the Amiga-D macro

You are now ready to create an Amiga-D macro that inserts an Index code for a "Big Game Permits" heading, then starts the SEARCH macro to find the next occurrence of "Big Game Permits."

Using the mouse:

1 Press **Macro Define** (Ctrl-F10) to begin defining the Amiga-D macro.

*Highlight **Macros** on the Special menu, then choose **Define**.*

2 Name the macro using the Amiga key (Amiga-d).

3 Press **Macro** (Alt-F10) to start the SEARCH macro.

*Highlight **Macros** on the Special menu, then choose **Invoke**.*

4 Enter **search** as the macro name.

You have just chained the SEARCH macro to the Amiga-D macro. However, the SEARCH macro will not start until you start the Amiga-D macro in the last step of this lesson.

5 Press **Mark Text** (Alt-F5) and select Index (5) to display the Index Heading requester.

*Highlight **Mark Text** on the Special menu, then choose **Index**.*

6 Enter **Big Game Permits** as the heading.

7 Press the **Space Bar**, **Backspace**, and **Return** to erase the displayed subheading and insert the Index code.

8 Press **Macro Define** again to end defining the Amiga-D macro.

*Highlight **Macros** on the Special menu, then choose **Define**.*

9 Press **Backspace** to delete the Index code.

10 Type **y** to confirm the deletion.

*Click on **Yes** in the requester.*

11 Move to the beginning of the report.

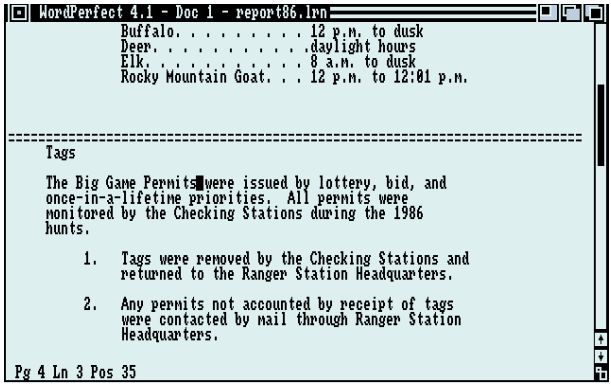
17.4 Start the Amiga-D macro

You are ready to use the chained macros on the Big Game report, then clear the screen.

Using the mouse:

1 Press **Amiga-d** to start the Amiga-D macro.

The Amiga-D macro marks "Big Game Permits," then starts the SEARCH macro. This macro moves the cursor to the next page and searches for the next occurrence of the phrase. If you want to mark the next occurrence of "Big Game Permits," start the Amiga-D macro again; otherwise, do a forward search for the next occurrence.



When you finish searching, clear the screen.

2 Press **Exit** (F7) to begin clearing the screen.

*Choose **Exit/Restart** on the Project menu.*

3 Type **n** twice to clear the screen without saving the document.

*Click on **No** in both requesters.*

Repeating Macro Chains

When you are searching through a document, you usually want to find every occurrence of the search string. You can create a macro that will perform a search, then chain that macro to itself so it searches over and over for the search string. The macro ends when the search results in a "Not Found." This kind of macro chain is called a repeating chain.

In this lesson, you create a macro that marks every occurrence of a phrase for indexing.

While working through the lesson, you learn the following facts about WordPerfect's Macro feature:

- Repeating chains are especially useful when searching through your document for a recurring phrase.
- A repeating chain is created when you link a macro to itself.

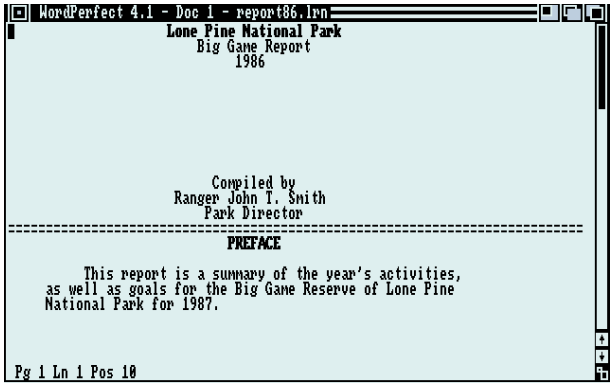
The skills you learn in this lesson can be used to quickly and accurately perform a task which you need to do repeatedly throughout a document.

18.1 Retrieve a document

Retrieve the Big Game report onto a clear screen.

1 Press **Retrieve** (Shift-F10).

2 Enter **learn:report86.lrn** as the filename.



Using the mouse:
*Highlight **Retrieve** on the Project menu, then choose **File**.*

18.2 Create the INDEX macro

In this step, you create a repeating macro that marks every occurrence of "Big Game Permits" in the report. Because there is a search in the macro, the macro automatically stops when WordPerfect cannot find the phrase.

1 Press **Macro Define** (Ctrl-F10) to begin defining the INDEX macro.

2 Enter **index** as the macro name.

3 Press ➧**Search** (F2).

4 Type **Big Game Permits** as the search string.

5 Press ➧**Search** again to begin the search.

6 Press **Mark Text** (Alt-F5) and select Index (5) to display the Index Heading requester.

7 Enter **Big Game Permits** as the heading.

8 Press the **Space Bar**, **Backspace**, then **Return** to erase the displayed subheading and insert the Index code.

Using the mouse:

*Highlight **Macros** on the Special menu, then choose **Define**.*

*Choose **Forward** on the Search menu.*

*Click on **Accept** in the requester.*

*Highlight **Mark Text** on the Special menu, then choose **Index**.*

18.3 Chain the macro to itself

You are now ready to create a repeating macro by chaining the INDEX macro to itself.

1 Press **Macro** (Alt-F10) to start the macro.

2 Enter **index** as the macro name.

3 Press **Macro Define** (Ctrl-F10) to end defining the INDEX macro.

4 Press **Backspace**, then type **y** to delete the Index code.

5 Move to the beginning of the report.

Using the mouse:

*Highlight **Macros** on the Special menu, then choose **Invoke**.*

*Highlight **Macros** on the Special menu, then choose **Define**.*

18.4 Start the INDEX macro, then clear the screen

With the cursor at the beginning of the document, you are ready to start the repeating macro.

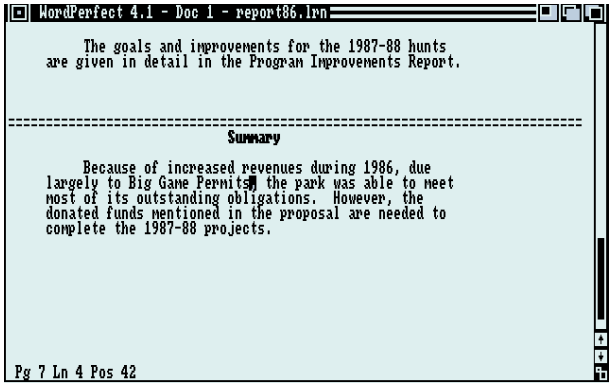
Using the mouse:

*Highlight **Macros** on the Special menu, then choose **Invoke**.*

1 Press **Macro** (Alt-F10) to start the macro.

2 Enter **index** as the macro name.

When every occurrence of "Big Game Permits" has been found and marked, the macro stops at the end of the report.



3 Press **Exit** (F7) to begin clearing the screen.

*Choose **Exit/Restart** on the Project menu.*

4 Type **n** twice to clear the screen without saving the document.

*Click on **No** in both requesters.*

Conditional Macro Chains

Lesson 19

A conditional macro chain will perform a search, then *make a decision*, depending on the search findings. You create a conditional chain by starting two macros while defining a *Search* macro. One is a *Found* macro (completed if the Search macro is successful) and the other is a *Not Found* macro (completed if the Search macro is unsuccessful).

In this lesson, you create a macro that stops at a phrase and lets you enter the heading and subheading for indexing. If the phrase is not found, you are returned to the beginning of the report.

While working through the lesson, you learn the following facts about WordPerfect's Macro feature:

- When you start a Search macro, it will chain to either the Found or the Not Found macro, depending on the success or failure of the search.
- The Search macro must include the keystrokes for a search.

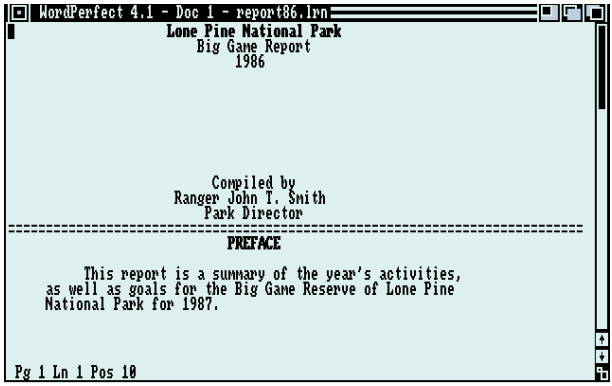
The skills you learn in this lesson can be used to quickly and accurately perform either one of two tasks, depending on the outcome of a search.

19.1 Retrieve a document

Retrieve the Big Game report onto a clear screen.

1 Press **Retrieve** (Shift-F10).

2 Enter **learn:report86.lrn** as the filename.



Using the mouse:
*Highlight **Retrieve** on the Project menu, then choose **File**.*

19.2 Create the MARK macro

A conditional chain involves three types of macros: Found, Not Found, and Search. In this step, you create the Found macro for the chain. This macro selects the Index marking feature.

Using the mouse:

1 Press **Macro Define** (Ctrl-F10) to begin defining the MARK macro.

*Highlight **Macros** on the Special menu, then choose **Define**.*

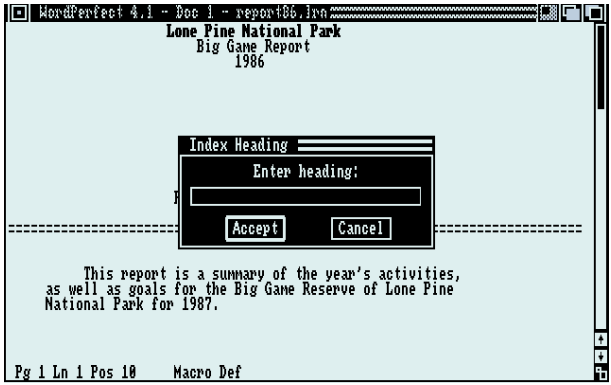
2 Enter **mark** as the macro name.

3 Press **Mark Text** (Alt-F5) and select Index (5). Do not enter a heading or subheading.

*Highlight **Mark Text** on the Special menu, then choose **Index**.*

4 Press **Macro Define** again to end defining the MARK macro. The Index Heading requester still appears on the screen.

*Highlight **Macros** on the Special menu, then choose **Define**.*



5 Press **Cancel** (F1) to cancel the Index feature.

*Click on **Cancel** in the requester.*

You may have to press Cancel more than once.

19.3 Create the BEGIN macro

In this step, you create the Not Found macro. This macro returns the cursor to the beginning of the report.

1 Press **Macro Define** (Ctrl-F10) to begin defining the BEGIN macro.

2 Enter **begin** as the macro name.

3 Move to the beginning of the report.

4 Press **Macro Define** again to end defining the BEGIN macro.

Using the mouse:

*Highlight **Macros** on the Special menu, then choose **Define**.*

*Highlight **Macros** on the Special menu, then choose **Define**.*

19.4 Create the Amiga-M macro

You are ready to create the Search macro for the repeating chain. This macro links all three types together.

Using the mouse:

1 Press **Macro Define** (Ctrl-F10) to begin defining the Amiga-M macro.

*Highlight **Macros** on the Special menu, then choose **Define**.*

2 Name the **macro** with the Amiga key (Amiga-m).

3 Press **Macro** (Alt-F10) to start the BEGIN macro.

*Highlight **Macros** on the Special menu, then choose **Invoke**.*

4 Enter **begin** as the macro name.

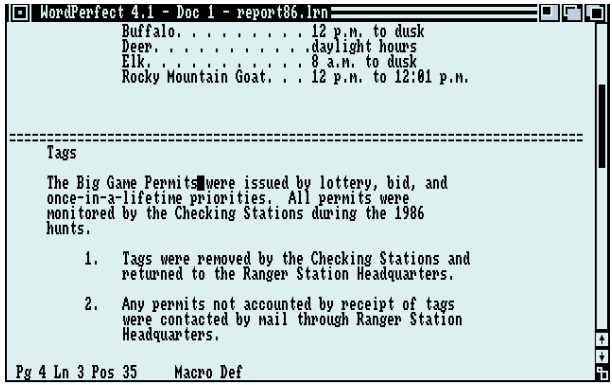
5 Press ◗**Search** (F2).

*Choose **Forward** on the Search menu.*

6 Type **Big Game Permits** as the search string.

7 Press ◗**Search** again to begin the search.

*Click on **Accept** in the requester.*



8 Press **Macro** to start the MARK macro.

*Highlight **Macros** on the Special menu, then choose **Invoke**.*

9 Enter **mark** as the macro name.

10 Press **Macro Define** to end defining the Amiga-M macro.

*Highlight **Macros** on the Special menu, then choose **Define**.*

11 Move to the beginning of the report.

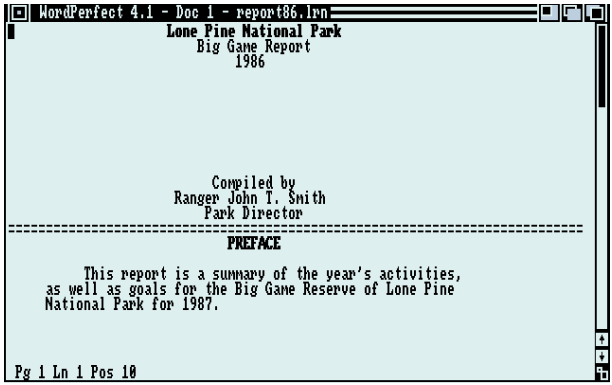
19.5 Start the Amiga-M macro, then clear the screen

You are now ready to start using the Search macro (Amiga-M). The macro searches for the phrase "Big Game Reports." If the phrase is found, WordPerfect starts the MARK macro; if the phrase is not found, WordPerfect starts the BEGIN macro.

Using the mouse:

1 Press **Amiga-m** to start the Amiga-M macro.

The macro stops to let you enter the heading and subheading. After entering the text, press **Amiga-m** to start the conditional macro again. Whenever the phrase is no longer found, you are returned to the beginning of the report.



2 Press **Exit** (F7) to begin clearing the screen.

*Choose **Exit/Restart** on the Project menu.*

3 Type **n** twice to clear the screen without saving the document.

*Click on **No** in both requesters.*

Repeating Conditional Macro Chains

The repeating conditional chain is very similar to the conditional chain. The only difference is that in the repeating chain, the Search macro is chained to itself, and then chained to a Not Found macro. The macro repeats itself over and over until the search string is no longer found, then starts the Not Found macro.

In this lesson, you create a macro that stops at *every occurrence* of a phrase and marks it for indexing. When the phrase is no longer found, you are returned to the beginning of the report.

While working through the lesson, you learn the following facts about WordPerfect's features:

- The Not Found macro should be started at the beginning of the Search macro.
- The Search macro should be chained to itself at the end of the Search macro.

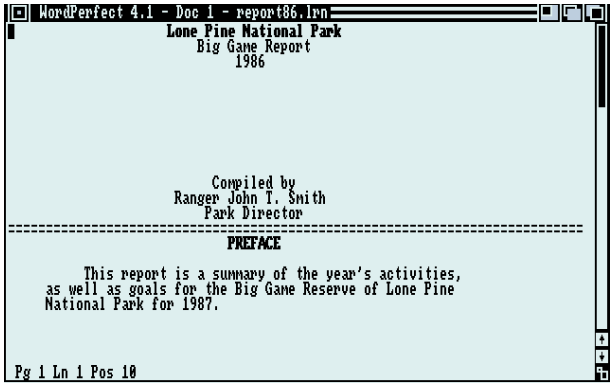
The skills you learn in this lesson can be used to quickly and accurately perform either of two tasks, depending on the outcome of a search.

20.1 Retrieve a document

Retrieve the Big Game report onto a clear screen.

1 Press **Retrieve** (Shift-F10).

2 Enter **learn:report86.lrn** as the filename.



Using the mouse:
*Highlight **Retrieve** on the Project menu, then choose **File**.*

20.2 Create the BEGIN macro

This is the Not Found macro that returns the cursor to the beginning of the report.

If you have not already done so, create the BEGIN macro described in Lesson 19.

20.3 Create the PERMIT macro

In this step, you create the Search macro. You then create a repeating conditional macro by chaining the PERMIT macro to the BEGIN macro and back to itself again.

Using the mouse:

1 Press **Macro Define** (Ctrl-F10) to begin defining the PERMIT macro.

*Highlight **Macros** on the Special menu, then choose **Define**.*

2 Enter **permit** as the macro name.

3 Press **Macro** (Alt-F10) to start the BEGIN macro.

*Highlight **Macros** on the Special menu, then choose **Invoke**.*

4 Enter **begin** as the macro name.

5 Press ◗**Search** (F2).

*Choose **Forward** on the Search menu.*

6 Type **Big Game Permits** as the search string.

7 Press ◗**Search** again to begin the search.

*Click on **Accept** in the requesters.*

8 Press **Mark Text** (Alt-F5) and select Index (5) to display the Index Heading requester.

*Highlight **Mark Text** on the Special menu, then choose **Index**.*

9 Enter **Big Game Permits** as the heading.

10 Press the **Space Bar**, **Backspace**, and **Return** to erase the displayed subheading and insert the Index code.

11 Press **Macro** to start the PERMIT macro.

*Highlight **Macros** on the Special menu, then choose **Invoke**.*

12 Enter **permit** as the macro name.

13 Press **Macro Define** to end defining the PERMIT macro.

*Highlight **Macros** on the Special menu, then choose **Define**.*

14 Press **Backspace**, then type **y** to delete the [Index] code.

20.4 Start the PERMIT macro, then clear the screen

You are now ready to start using the PERMIT macro. The macro marks every occurrence of "Big Game Permits" for an index. When the phrase is no longer found, WordPerfect starts the BEGIN macro and returns to the beginning of the report.

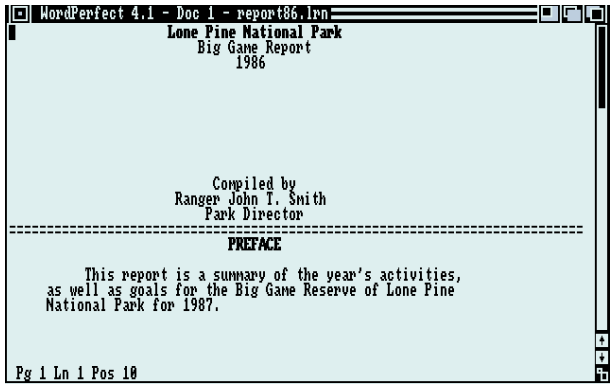
Using the mouse:

1 Move to the beginning of the report.

2 Press **Macro** (Alt-F10) to start the PERMIT macro.

*Highlight **Macros** on the Special menu, then choose **Invoke**.*

3 Enter **permit** as the macro name.



Every occurrence of "Big Game Permits" has been marked for the index. You are now ready to clear the screen.

4 Press **Exit** (F7) to begin clearing the screen.

*Choose **Exit/Restart** on the Project menu.*

5 Type **n** twice to clear the screen without saving the document.

*Click on **No** in both requesters.*

Merge and Math

Mail-Merge

Every organization or business frequently sends notices or letters to members, clients, or prospective buyers. The Merge feature in WordPerfect helps you automatically create a *personalized* letter for each person.

In this lesson, you use the Merge feature to create several personalized Letters of Commendation for the Volunteer Fire Department of Flatwood. The secondary file contains all the particular information about each fire fighter. The primary file contains the basic letter. After creating these files, you can start the merge, then sit back as WordPerfect takes over and creates a letter for each fire fighter.

The merge code used in this lesson is listed below, along with its corresponding title. When you see it in the lesson, select it by its title on the Merge Codes menu (using Alt-F9 or the pull-down menu).

Merge code	Title
^F	Retrieve Field

While working through the lesson, you learn the following facts about WordPerfect's Merge feature:

- A secondary file contains a record of information about each individual.
- A record is divided into fields by using Merge R (^R).
- The primary file contains the form letter itself.
- You can retrieve information into the letter from the secondary file by using Retrieve Field (^F).

- The merge creates a letter for each record in the secondary file.

The skills you learn in this lesson can be used to create

- *Personalized* mass mailings.
- Customer letters.
- Organization notices.
- Contribution solicitations.

21.1 Secondary file

The instructions below help you create a record of information about Alan Wilson that can be stored in a secondary file and used in a merge. The record is divided by ^R's into fields that contain a name, address, etc.

1 Type **Mr. Alan Wilson** for the name.

2 Press **Merge R** (F9) to end the name field with ^R and return the cursor to the next line.

3 Type **Flatwood Market** for the business.

4 Press **Merge R** to end the business field with ^R and return the cursor to the next line.

5 Type **55 E. Main Street** for the street address.

6 Press **Return** to end the first line of the address field and return the cursor to the next line. You can have more than one line in a field.

7 Type **Flatwood, Utah 84999** for the city, state, and zip code.

8 Press **Merge R** to end the address field with ^R and return the cursor to the next line.

9 Type **801 555-4545** for the phone number.

10 Press **Merge R** to end the phone number field with ^R and return the cursor to the next line.

11 Type **Alan** for the first name.

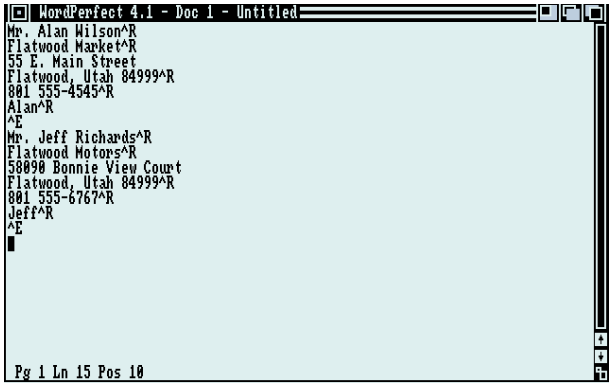
12 Press **Merge R** to end the first name field with ^R and return the cursor to the next line.

13 Press **Merge E** (Shift-F9) to end the record on Alan Wilson with ^E and return the cursor to the next line.

Now that you understand how to end a field with ^R and a record with ^E, type a record for Jeff Richards. Remember to press **Return** after the street address–not Merge R.

14 Type **Mr. Jeff Richards^R**
Flatwood Motors^R
58090 Bonnie View Court
Flatwood, Utah 84999^R
801 555-6767^R
Jeff^R
^E

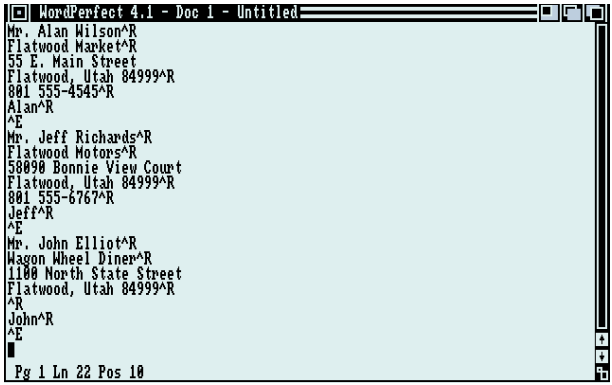
Notice that Jeff's and Alan's records contain the same number of fields and each field contains the same type of information.



You are ready to type the last record in the secondary file.

15 Type **Mr. John Elliot^R**
Wagon Wheel Diner^R
1100 North State Street
Flatwood, Utah 84999^R
^R
John^R
^E

Even though a telephone number is not available for John, ^R still ends the empty field.



16 Press **Exit** (F7), then type **y** to begin saving the three records as a secondary file.

17 Enter **learn:address.sf** as the filename.

18 Press **Return** to clear the screen. You have now typed and saved a secondary file.

Using the mouse:

*Choose **Exit/Restart** on the Project menu, then click on **Yes** in the requester.*

*Click on **No** in the requester.*

21.2 Primary file

Once you have created the secondary file, you can retrieve information from specific record fields into a primary file. A primary file can be a form letter like the one you are about to create here.

Using the mouse:

1 Press **Merge Codes** (Alt-F9) and select Retrieve Field (F) to retrieve a field into the document.

*Highlight **Merge** on the Special menu, then choose **Retrieve Field**.*

2 Enter **1** to insert ^F1^ into the letter. Information from field one (the name field) will be retrieved into the letter.

3 Press **Return** to return the cursor to the next line.

4 Press **Merge Codes** and select Retrieve Field (F) to retrieve another field into the document.

*Highlight **Merge** on the Special menu, then choose **Retrieve Field**.*

5 Enter **2** to insert ^F2^ into the letter. Information from field two (the business name field) will be retrieved into the letter.

6 Press **Return**.

7 Press **Merge Codes** and select Retrieve Field (F) to retrieve a field into the document.

*Highlight **Merge** on the Special menu, then choose **Retrieve Field**.*

8 Enter **3** to insert ^F3^ into the letter. Information from field three (the address field) will be retrieved into the letter.

9 Press **Return** twice to return the cursor to the next line and add a blank line.

Using the mouse:

Now type the salutation.

10 Type **Dear** to start the salutation.

11 Press the **Space Bar** to add a space between "Dear" and the first name.

12 Press **Merge Codes** and select Retrieve Field (F) to retrieve a field into the document.

*Highlight **Merge** on the Special menu, then choose **Retrieve Field**.*

13 Enter **5** to insert ^F5^ into the letter. Information from field five (the first name field) will be retrieved into the letter.

14 Type **,** (a comma).

15 Press **Return** twice.

Now you can create the body of your letter.

16 Press **Tab** to indent the first line of the paragraph.

17 Type **Thank you,** to start the paragraph.

18 Press the **Space Bar** to insert a space before the first name.

19 Press **Merge Codes** and select Retrieve Field (F) to retrieve a field.

20 Enter **5** to insert ^F5^ into the letter.

21 Type **,** (a comma).

22 Press the **Space Bar** to insert a space after the comma.

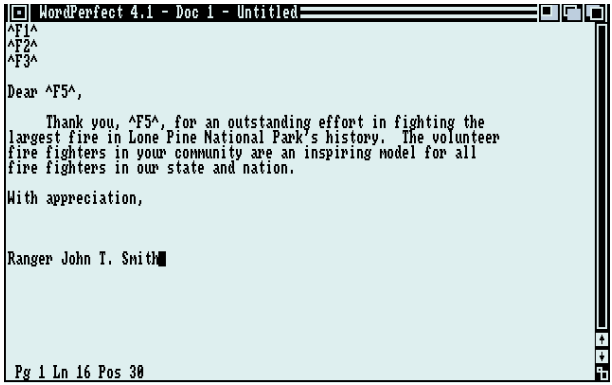
Using the mouse:

*Highlight **Merge** on the Special menu, then choose **Retrieve Field**.*

23 Type **for an outstanding effort in fighting the largest fire in Lone Pine National Park's history. The volunteer fire fighters in your community are an inspiring model for all fire fighters in our state and nation.**

With appreciation,

Ranger John T. Smith



21.3 Begin the merge

After you save the primary file, you are ready to merge the two files.

1 Press **Exit** (F7), then type **y** to begin saving the letter as a primary file.

2 Enter **learn:letter.pf** as the filename.

3 Type **n** to clear the screen.

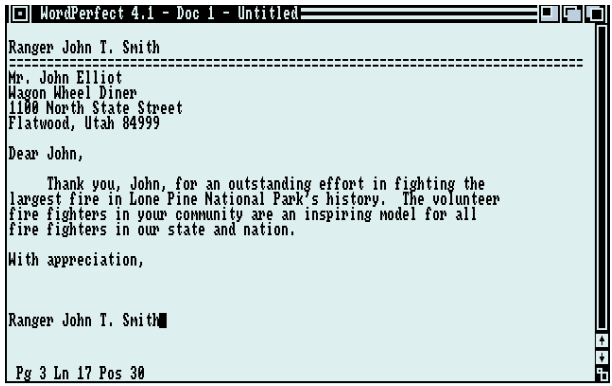
With the screen clear and both the primary and secondary files on disk, start the merge.

4 Press **Merge** (Ctrl-F9) to start the merge.

5 Enter **learn:letter.pf** as the primary file.

6 Enter **learn:address.sf** as the secondary file, and the merge begins. "Merge" appears on the status line until the merge is completed.

Information from the first record is merged into the letter, then the merge continues on to the second and third records. When the merge is complete, you will have a letter for each record. The letters are separated by Hard Page breaks.



Using the mouse:

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

*Click on **No** in the requester.*

*Highlight **Merge** on the Special menu, then choose **Execute**.*

21.4 Print and save

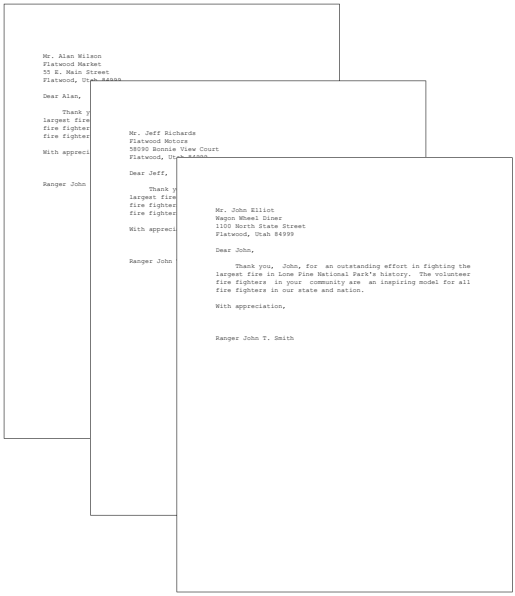
The three letters you have merged can now be printed and saved in a file of their own.

1 Press **Print** (Shift-F7) and select Full Text (1) to print the letters.

2 Press **Exit** (F7), then type **y** to begin saving the letters.

3 Enter **learn:commend.ltr** as the filename.

4 Press **Return** to clear the screen.



Using the mouse:

*Choose **Full Text** on the Print menu.*

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

*Click on **No** in the requester.*

Memo-Merge

You can *automate* a frequently used form—such as a memo—by using the From Keyboard merge code (^C) and the Merge feature. Each time WordPerfect finds ^C during a merge, the merge pauses to let you enter information from the keyboard.

This code is placed in the primary file. Because the information comes from the keyboard, you do not need a secondary file.

In this lesson, you create and save a primary file that can be used with the Merge feature to quickly produce a memo.

The merge codes used in this lesson are listed below, along with their corresponding titles. When you see one in the lesson, select it by its title on the Merge Codes menu (using Alt-F9 or the pull-down menu).

Merge code	Title
^D	Date
^C	From Keyboard

While working through the lesson, you learn the following facts about WordPerfect's features:

- The Alignment Character feature lets you change the character for a Tab Align.
- The Date merge code (^D) inserts the current date during a merge.
- The From Keyboard merge code (^C) lets you delay the merge for information entered from the keyboard.

- Merging from the keyboard does not require a secondary file.
- Merge R continues the merge after it pauses at ^C.
- Merge E can stop a merge which has paused at ^C.

The skills you learn in this lesson can be used to create forms, such as a memo, that can be used in a merge.

22.1 Begin the memo

At the top of the memo, type the title and date.

1 Press **Center** (Shift-F6) to turn on centering.

2 Press **Bold** (F6) and **Underline** (F8) to turn on bolding and underlining.

3 Type **Lone Pine National Park** as the title.

4 Press **Bold** and **Underline** to turn off bolding and underlining.

5 Press **Return** twice to turn off centering and return the cursor to the next line, then add a blank line.

6 Press **Flush Right** (Alt-F6) to place the Date entry at the right margin.

7 Type **Date:** and press the **Space Bar** twice to add space after the Date entry.

8 Press **Merge Codes** (Alt-F9) and select Date (D) to insert ^D into the memo.

When the merge begins, the current date will be inserted by WordPerfect at the ^D. The correct date appears only if it was entered in the Amiga Preferences window.

Using the mouse:

*Choose **Center** on the Format menu.*

*Choose **Bold**, then **Underline** on the Style menu.*

*Choose **Bold**, then **Underline** on the Style menu.*

*Choose **Flush Right** on the Format menu.*

*Highlight **Merge** on the Special menu, then choose **Date**.*

9 Press **Return** twice to add extra blank lines.

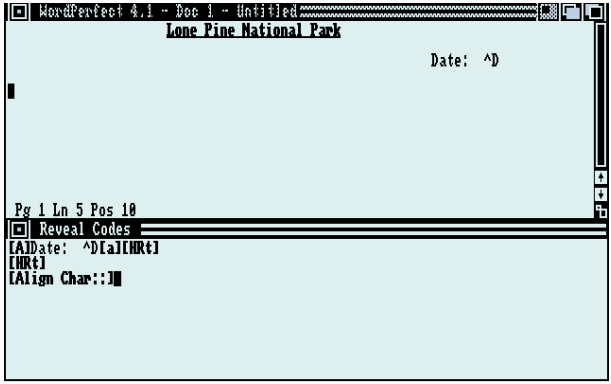
22.2 Alignment character

For memo format, you need to use a colon (:) as the alignment character.

1 Press **Line Format** (Shift-F8) and select Align Character (6) on the Line Format menu.

2 Enter **:** (a colon).

3 Press **Reveal Codes** (Alt-F3) to display the Reveal Codes window; notice the [Align Char::] code inserted into the memo.



4 Press **Return** to exit the Reveal Codes window.

Using the mouse:

*Highlight **Line** on the Format menu, then choose **Align Char**.*

*Choose **Reveal Codes** on the Edit menu.*

Click on the Close gadget in the Reveal Codes window.

22.3 Type the memo headings

Now type the "To," "From," and "Subject" entries in the memo heading.

Using the mouse:

1 Press **Tab** to insert a tab.

2 Press **Tab Align** (Ctrl-F6) to begin aligning text at the second tab stop.

*Choose **Tab Align** on the Format menu.*

3 Type **To:** as the first entry.

When you type the colon, aligning ends and the cursor begins moving to the right again.

4 Press the **Space Bar** twice to add space after the "To" entry.

5 Press **Merge Codes** (Alt-F9) and select From Keyboard (C) to insert ^C into the memo.

*Highlight **Merge** on the Special menu, then choose **From Keyboard**.*

When the merge begins, WordPerfect stops at ^C to let you enter text from the keyboard.

6 Press **Return** twice to return the cursor to the next line and add a blank line.

7 Press **Tab** to insert a tab.

8 Press **Tab Align** to begin aligning text at the second tab stop.

*Choose **Tab Align** on the Format menu.*

9 Type **From:** and press the **Space Bar** twice to add space after the "From" entry.

10 Press **Merge Codes** and select From Keyboard (C) to insert ^C into the memo.

*Highlight **Merge** on the Special menu, then choose **From Keyboard**.*

11 Press **Return** twice.

12 Press **Tab** to insert a tab.

13 Press **Tab Align** to begin aligning text at the second tab stop.

14 Type **Subject:** and press the **Space Bar** twice to add space after the "Subject" entry.

15 Press **Merge Codes** and select From Keyboard (C) to insert ^C into the memo.

16 Press **Return** twice.

17 Press **Merge Codes** and select From Keyboard (C) to insert the final ^C into the memo.

Using the mouse:
*Choose **Tab Align** on the Format menu.*

*Highlight **Merge** on the Special menu, then choose **From Keyboard**.*

*Highlight **Merge** on the Special menu, then choose **From Keyboard**.*

22.4 Primary file

You have now typed a primary file that can be used to create various memos.

1 Press **Exit** (F7), then type **y** to begin saving the memo as a primary file.

2 Enter **learn:memo** as the filename.

3 Type **n** to clear the screen.

Using the mouse:

*Choose **Exit/Restart** on the Project menu, then click on **Yes** in the requester.*

*Click on **No** in the requester.*

22.5 Begin the memo merge

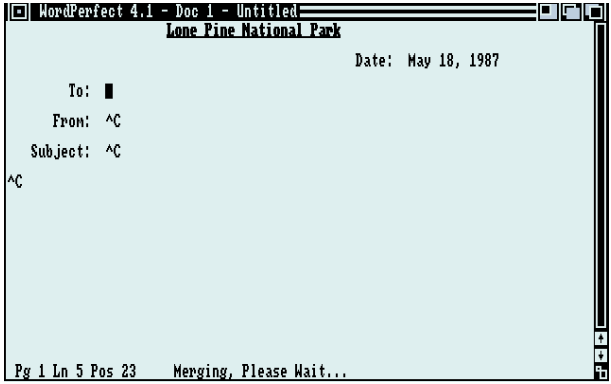
You are now ready to begin the merge. Because the information for the merge comes from the keyboard, you do not need to enter the name of a secondary file.

1 Press **Merge** (Ctrl-F9) to begin the merge.

2 Enter **learn:memo** as the primary file.

3 Press **Return** to begin the merge without a secondary file.

*Press **Merge E** (Shift-F9) at anytime to stop the merge and start over. Clear the screen before you start the merge again.*



Using the mouse:

*Highlight **Merge** on the Special menu, then choose **Execute**.*

*Click on **Accept** in the requester.*

22.6 Fill in the memo heading

WordPerfect stops at the first ^C.

1 Type **All Park Entrance Personnel** for the "To" entry.

2 Press **Merge R** (F9) to continue the merge.

WordPerfect stops at the second ^C.

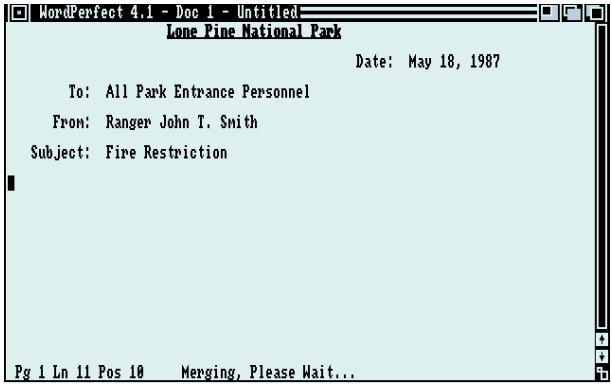
3 Type **Ranger John T. Smith** for the "From" entry.

4 Press **Merge R** to continue the merge.

WordPerfect stops at the third ^C.

5 Type **Fire Restriction** for the "Subject" entry

6 Press **Merge R** to continue the merge.



22.7 Contents of the memo

WordPerfect stops at the final ^C.

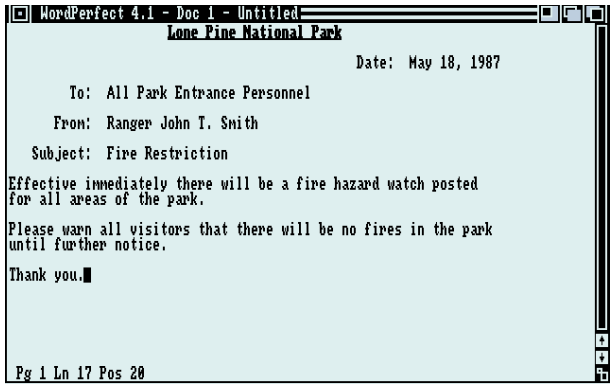
1 Type **Effective immediately there will be a fire hazard watch posted for all areas of the park.**

Please warn all visitors that there will be no fires in the park until further notice.

Thank you.

2 Press **Merge R** (F9) to end the merge.

You can use the MEMO primary file as often as you like to create other memos.



22.8 Print and save

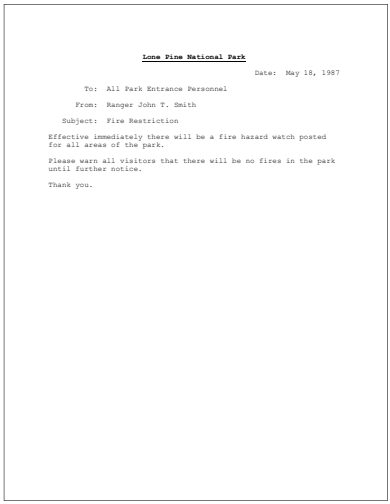
The memo you have created by merging information from a primary file and the keyboard can now be printed and saved.

1 Press **Print** (Shift-F7), then select Full Text (1) to print the memo.

2 Press **Exit** (F7), then type **y** to begin saving the memo.

3 Enter **learn:memo.1** as the filename.

4 Type **n** to clear the screen.



Lone Pine National Park

Date: May 18, 1987

To: All Park Entrance Personnel

From: Ranger John T. Smith

Subject: Fire Restriction

Effective immediately there will be a fire hazard watch posted for all areas of the park.

Please warn all visitors that there will be no fires in the park until further notice.

Thank you.

Using the mouse:

*Choose **Full Text** on the Print menu.*

*Choose **Exit/Restart** on the Project menu, then click on **Yes** in the requester.*

*Click on **No** in the requester.*

Combining Macros and Merges

You can save keystrokes during a merge by using macros to automate the process.

In this lesson, you merge a memo form (primary file) with the keyboard. The merge is started by a macro. After you have typed the memo, another macro sends the completed memo to the printer, then asks you for a filename to save the memo on disk.

The merge code used in this lesson is listed below, along with its corresponding title. When you see it in the lesson, select it by its title on the Merge Codes menu (using Alt-F9 or the pull-down menu).

Merge code	Title
^G	Invoke Macro

While working through the lesson, you learn the following facts about macros and merges:

- You can start a merge with a macro.
- You can automatically start a macro at the end of each merged document.

The skills you learn in this lesson let you fully automate the merge process, from starting the merge to saving and printing the merged document.

23.1 The memo

The memo for this step is a primary file created in Lesson 22. We assume you have completed Lesson 22 and saved the primary file as MEMO on the Learn diskette/directory.

Remember that macros are saved as files on the default drive just like any other file. The macro, primary, secondary, and other needed files must be in the default drive or directory for the following example to work.

23.2 Define the MEMO macro

To begin, define a macro that starts the merge. The number of keystrokes needed to start the memo-merge is thereby reduced.

Using the mouse:

1 Press **Macro Define** (Ctrl-F10) to begin defining the MEMO macro.

*Highlight **Macros** on the Special menu, then choose **Define**.*

2 Enter **memo** as the macro name.

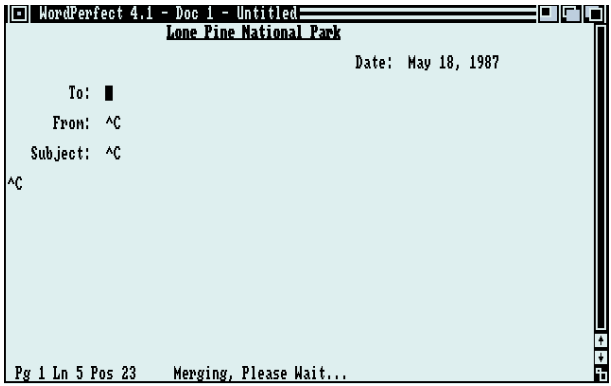
3 Press **Merge** (Ctrl-F9) to start the merge.

*Highlight **Merge** on the Special menu, then choose **Execute**.*

4 Enter **learn:memo** as the primary file.

5 Press **Return** since there is no secondary file. Merging begins.

*Click on **Accept**.*



6 Press **Merge E** (Shift-F9) to end the merge and end defining the MEMO macro.

23.3 Define the END macro

Now, define a macro that automatically sends the finished memo to the printer, and then requests a filename for saving the memo.

Using the mouse:

1 Press **Macro Define** (Ctrl-F10) to define the END macro.

*Highlight **Macros** on the Special menu, then choose **Define**.*

2 Enter **end** as the macro name.

3 Press **Print** (Shift-F7) and select Full Text (1) to print a document.

*Choose **Full Text** on the Print menu.*

4 Press **Exit** (F7), then type **y** to begin saving the memo.

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

5 Press **Macro Define** to end the macro definition.

6 Press **Cancel** (F1) to cancel the "Save File" requester.

*Click on **Cancel** in the requester.*

7 Type **n** to clear the screen.

*Click on **No** in the requester.*

The memo could also be appended (using the Append feature) to a MEMO file for future reference instead of having each memo in a separate file.

23.4 Prepare the primary file

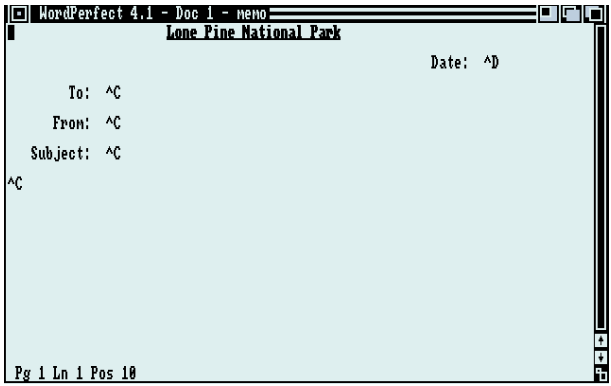
There are specific merge commands that tell the primary file to start a macro after the merge is finished. In this case, insert a code that tells the primary file MEMO to start the END macro after the memo is completed.

__Using the mouse:__

1 Press **Retrieve** (Shift-F10).

*Highlight **Retrieve** on the Project menu, then choose **File**.*

2 Enter **learn:memo** as the filename. The memo appears on the screen.



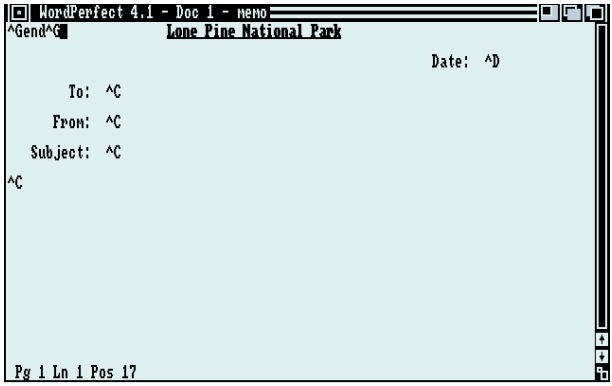
3 Press **Merge Codes** (Alt-F9) and select Invoke Macro (G) to insert ^G into the memo.

*Highlight **Merge** on the Special menu, then choose **Invoke Macro**.*

4 Type **end** (this is the name of the macro just created).

5 Press **Merge Codes** and select Invoke Macro (G) to insert ^G into the memo. You should see ^Gend^G at the top of the memo.

Using the mouse:
*Highlight **Merge** on the Special menu, then choose **Invoke Macro**.*



No matter where you place a macro in a primary file, it will not start until the merge has ended.

Now, resave the memo with the new merge commands.

6 Press **Exit** (F7), then type **y** to begin saving the memo.

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

7 Press **Return** to begin saving the memo.

*Click on **Accept** in the requester.*

8 Type **y** to replace the original memo on disk with the edited memo on the screen.

*Click on **Yes** in the requester.*

9 Type **n** to clear the screen.

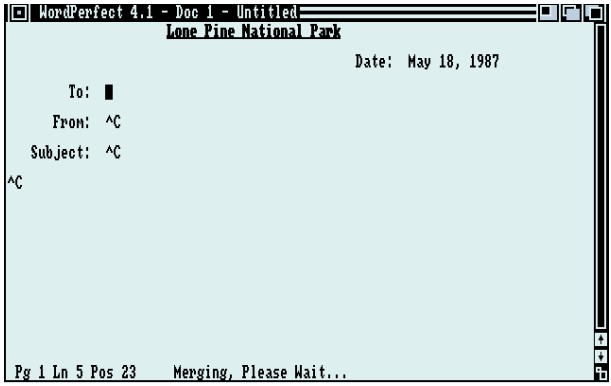
*Click on **No** in the requester.*

23.5 Start the macro and merge

When you are ready to run the macro and merge,

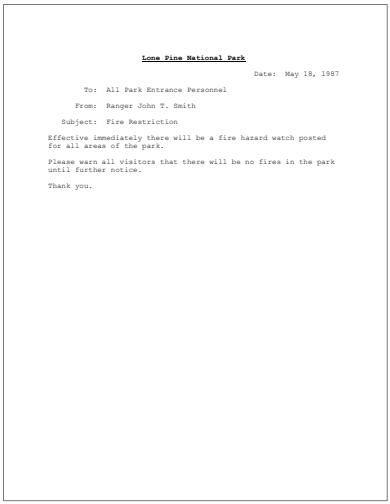
1 Press **Macro** (Alt-F10), and you are asked for the macro name.

2 Enter **memo** as the macro name. The macro begins by starting your memo merge.



Using the mouse:
*Highlight **Macros** on the Special menu, then choose **Invoke**.*

After typing each entry, press **Merge R** (F9) to continue the merge. After you type the last entry (the text of the memo), press **Merge R** again, and the memo is sent to the printer, after which you are asked to enter a filename for the memo. Enter a filename, then clear the screen.



Lone Pine National Park

Date: May 18, 1987

To: All Park Entrance Personnel

From: Ranger John T. Smith

Subject: Fire Restriction

Effective immediately there will be a fire hazard watch posted for all areas of the park.

Please warn all visitors that there will be no fires in the park until further notice.

Thank you.

3 Press **Exit** (F7) to begin clearing the screen.

4 Type **n** twice to clear the screen without saving the document.

Using the mouse:

*Choose **Exit/Restart** on the Project menu.*

*Click on **No** in both requesters.*

Merge to the Printer

When you need to merge and print a large number of letters, and you either don't have time to sit and watch, or there is not enough memory and disk space for the resulting file of merged documents, you should merge to the printer.

In this lesson, you create a primary file that will automatically send each merged document to the printer before creating a new one. Both the primary file LETTER.PF and the address file ADDRESS.SF created in Lesson 21 are necessary for this lesson.

Hand-fed forms cannot be used while merging to the printer.

The merge codes used in this lesson are listed below, along with their corresponding titles. When you see one in the lesson, select it by its title on the Merge Codes menu (using Alt-F9 or the pull-down menu).

Merge code	Title
^T	To Printer
^N	Next Record
^P	Open Primary

While working through the lesson, you learn the following facts about merge commands:

- To Printer (^T) tells WordPerfect to send all text merged to that point to the printer.
- Next Record (^N) tells WordPerfect to get the next record from the secondary file.
- Open Primary (^P*filename*^P) tells WordPerfect to start the merge over using the primary file named between ^P's.

The skills used in this lesson can be used to print

- Mass mailing letters.
- Labels.
- Organizational notices.

24.1 Change the primary file

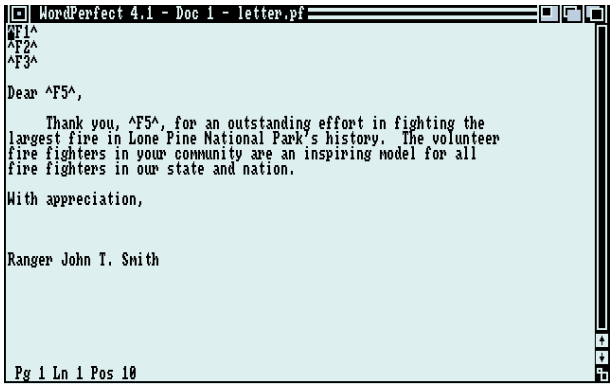
You begin this lesson by inserting merge commands into the primary file which send each letter to the printer. The file LETTER.PF used in this step was created in Lesson 21.

1 Press **Retrieve** (Shift-F10) to retrieve a document.

Using the mouse:

*Highlight **Retrieve** on the Project menu, then choose **File**.*

2 Enter **learn:letter.pf** as the filename.



3 Move to the end of the document.

4 Press **Return** twice to add space between the text and commands.

5 Press **Merge Codes** (Alt-F9) and select To Printer (T) to insert ^T into the primary file.

*Highlight **Merge** on the Special menu, then choose **To Printer**.*

^T sends all text merged to that point to the printer.

6 Press **Merge Codes** and select Next Record (N) to insert ^N into the primary file.

*Highlight **Merge** on the Special menu, then choose **Next Record**.*

^N tells the merge to go to the next record in the secondary file.

7 Press **Merge Codes** and select Open Primary (P) to insert ^P into the primary file.

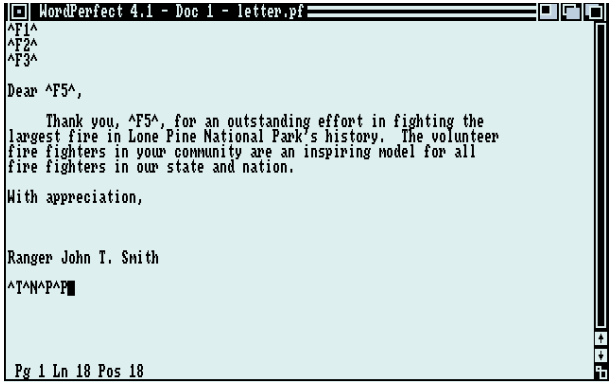
Using the mouse:

*Highlight **Merge** on the Special menu, then choose **Open Primary**.*

^P tells the merge to start over again.

8 Press **Merge Codes** and select Open Primary (P) to insert another ^P to complete the pair.

*Highlight **Merge** on the Special menu, then choose **Open Primary**.*



The pair of ^P's tells the merge which primary file to use next. Because a primary file is not named between the two ^P's, WordPerfect uses the same primary file again.

The ^N^P^P combination tells WordPerfect not to insert an extra page break since the printer will automatically advance to the next page when it finishes each letter.

9 Press **Exit** (F7), then type **y** to begin saving the file.

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

10 Enter **learn:merge1** as the filename.

11 Type **n** to clear the screen.

*Click on **No** in the requester.*

24.2 Start the merge

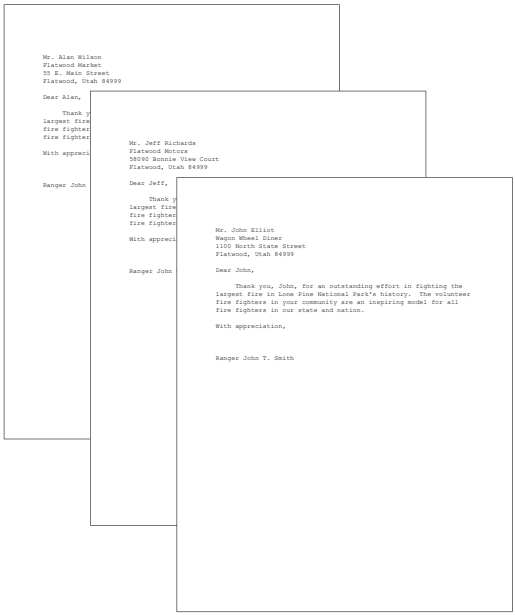
The secondary file used in this merge, ADDRESS.SF, was created in Lesson 21.

1 Press **Merge** (Ctrl-F9) to start the merge.

2 Enter **learn:merge1** as the primary file.

3 Enter **learn:address.sf** as the secondary file.

The screen is cleared and merging to the printer begins.



Using the mouse:

*Highlight **Merge** on the Special menu, then choose **Execute**.*

Reports and Lists

Lesson 25

Lists and reports can be generated by customizing the merge. In this lesson, you create a name and phone list using the secondary file ADDRESS.SF created in Lesson 21.

The merge codes used in this lesson are listed below, along with their corresponding titles. When you see one in the lesson, select it by its title on the Merge Codes menu (using Alt-F9 or the pull-down menu).

Merge code	Title
^F	Retrieve Field
^N	Next Record
^P	Open Primary

While working through the lesson, you learn the following facts about the Merge feature:

- A secondary file can be used for more than just a simple merge.
- You can adjust the format of a document after it has been merged.

The skills you learn in this lesson can be used to generate lists and reports.

25.1 The primary file

Begin by typing and saving the following primary file as PHONE.LST.

Using the mouse:

1 Type **^F1^[TAB]^F4^[HRt]**
^N^P^P

*Press **Return** when you see [HRt] and **Tab** when you see [TAB].*

The **^N^P^P** combination tells WordPerfect not to insert an extra page break since the printer will automatically advance to the next page when it finishes each letter.

2 Press **Exit** (F7), then type **y** to begin saving the primary file.

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

3 Enter **learn:phone.lst** as the filename.

4 Type **n** to clear the screen.

*Click on **No** in the requester.*

25.2 Start the merge

You are ready to create a phone list with the Merge feature.

1 Press **Merge** (Ctrl-F9) to start the merge.

2 Enter **learn:phone.lst** as the primary file.

3 Enter **learn:address.sf** as the secondary file. "Merge" appears on the status line until the merge is completed.

Using the mouse:
*Highlight **Merge** on the Special menu, then choose **Execute**.*

25.3 Adjust the format, then clear the screen

After creating a list, you can adjust the format and add titles to finish editing the document. Set a tab for the phone numbers in the merged document.

Using the mouse:

1 Move to the beginning of the document.

2 Press **Line Format** (Shift-F8) and select Tabs (1); the Tab Set requester is displayed.

*Highlight **Line** on the Format menu, then choose **Tabs**.*

3 Erase all the tab stops using **Delete EOL** (Ctrl-End).

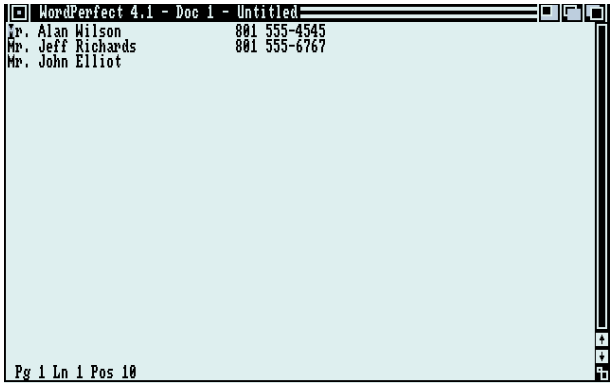
4 Enter **40** to insert a tab stop.

5 Press **Return** since there will be only one tab stop.

*Click on **Accept**.*

6 Press **Return** again to exit the Tab Set requester. The phone numbers move to position 40.

*Click on **Accept**.*



7 Press **Exit** (F7) to begin clearing the screen.

*Choose **Exit/Restart** on the Project menu.*

8 Type **n** twice to clear the screen without saving the document.

*Click on **No** in both requesters.*

Merge–Document Assembly

Lesson 26

This lesson introduces recursive (looping) properties of macros and merging. Complete this lesson only after you feel comfortable with most of the features in the previous macro and merge lessons.

In this lesson, you learn another method of assembling documents.

The merge codes used in this lesson are listed below, along with their corresponding titles. When you see one in the lesson, select it by its title on the Merge Codes menu (using Alt-F9 or the pull-down menu).

Merge code	Title
^R	End of Field
^F	Retrieve Field
^E	End of Record
^U	Rewrite Screen
^C	From Keyboard
^P	Open Primary

While working through the lessons, you learn the following facts about macros and merging:

- Hard Return codes [HRt] and Tab codes [TAB] can be placed in secondary records to format a primary file when merged.
- You can selectively merge fields containing sentences or paragraphs.

The skills you learn in this lesson can be used to produce a tailored document.

26.1 The secondary file

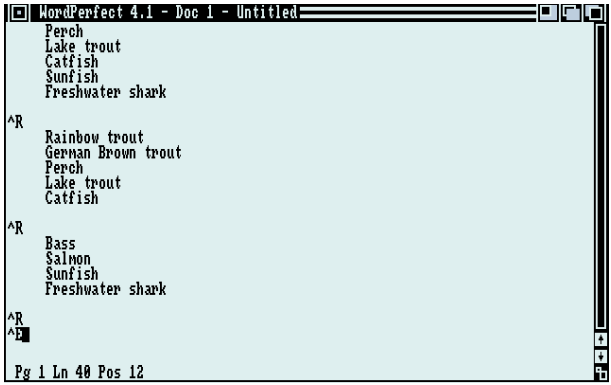
The file you create (shown below) contains only one record with nine fields. Some fields are only two lines long; some are as long as six lines.

*Press **Return** when you see [HRt] and **Tab** when you see [TAB].*

1 Type **Fishing at Lone Pine National Park**
during[HRt]
[TAB]^R
March 1 - August 31[HRt]
[HRt]
Fish in season:[HRt]
^F8^^R
September 1 - February 28[HRt]
[HRt]
Fish in season:[HRt]
^F9^^R
Lone Pine Reservoir is stocked with[HRt]
^F7^^R
Hard Rock River is stocked with[HRt]
^F6^^R
[TAB]Rainbow trout[HRt]
[TAB]German Brown trout[HRt]
[TAB]Bass[HRt]
[HRt]
^R
[TAB]Perch[HRt]
[TAB]Lake trout[HRt]
[TAB]Catfish[HRt]
[TAB]Sunfish[HRt]
[TAB]Freshwater shark[HRt]
[HRt]
^R

[TAB]Rainbow trout[HRt]
[TAB]German Brown trout[HRt]
[TAB]Perch[HRt]
[TAB]Lake trout[HRt]
[TAB]Catfish[HRt]
[HRt]
^R
[TAB]Bass[HRt]
[TAB]Salmon[HRt]
[TAB]Sunfish[HRt]
[TAB]Freshwater shark[HRt]
[HRt]
^R
^E

The document should look like this:



2 Press **Exit** (F7), then type **y** to begin saving the document.

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

3 Enter **learn:fishing.sf** as the filename.

4 Type **n** to clear the screen.

*Click on **No** in the requester.*

Using the mouse:

26.2 The primary file

Now, create the following primary file. To type the ^F merge code without a number following it, hold down **Ctrl** and type **f**. (Any of the merge codes can be typed by holding down **Ctrl** and typing the letter.)

1 Type ^**U**^**F**^**C**^**P**^**P** as the primary file.

2 Press **Exit** (F7), then type **y** to begin saving the document.

3 Enter **learn:doc.pf** as the filename.

4 Type **n** to clear the screen.

Using the mouse:

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

*Click on **No** in the requester.*

26.3 Start the merge

You are now ready to merge the contents of the primary and secondary files.

1 Press **Merge** (Ctrl-F9) to start the merge.

2 Enter **learn:doc.pf** as the primary file.

3 Enter **learn:fishing.sf** as the secondary file.

The ^F^C lets you enter a field from the keyboard. Enter the number of the field. Press **Merge E** (Shift-F9) when you want to stop.

Using the mouse:

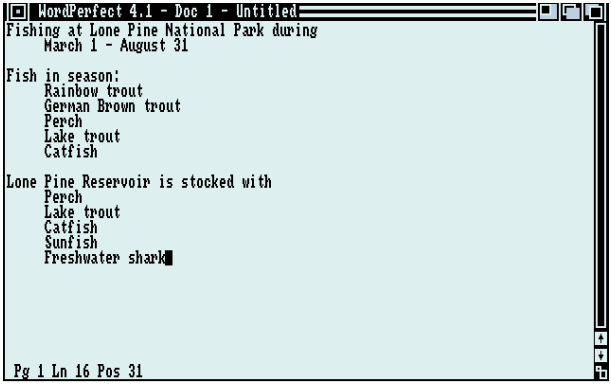
*Highlight **Merge** on the Special menu, then choose **Execute**.*

26.4 Use the merge

Create the following documents by starting the merge and entering the field numbers below

Document 1	**Document 2**
Enter **1**	Enter **1**
Enter **2**	Enter **2**
Enter **4**	Enter **1**
Press **Merge E**	Enter **3**
	Enter **4**
	Enter **5**
	Press **Merge E**

A completed Document 1 looks like this:



Try your own combination!

Simple Math

Lesson 27

The Math feature lets you perform several kinds of math calculations in a document. You can use the Math feature in all or part of the document. In this lesson, you create a simple math document that uses operators in a numeric column for totaling numbers.

While working through the lesson, you learn the following facts about WordPerfect's Math feature.

- Tab stops delimit math columns.
- The space between the left margin and the first tab stop is not considered a math column and can be used for text.
- Text columns are used for inserting textual information like labels or titles.
- Numeric columns let you generate subtotals (+), totals (=), and grand totals (*).
- Total columns are a special type of numeric column. They are used to display totals from the column to the left.
- To insert extra subtotals and totals into a column, type "t" in front of a subtotal and "T" in front of a total.
- Numbers are aligned by the decimal point in numeric and total columns.
- You can turn Math on and off at any position in a document.
- Though operators (+, –, =, etc.) appear on the screen in a math document, they are not printed.

The skills you learn in this lesson can be used to create any document that includes a table or chart in which addition and subtraction are needed to generate totals.

27.1 Set a tab stop

Before turning on Math, you set a tab stop for a single numeric column.

1 Press **Line Format** (Shift-F8) and select Tabs (1) to display the Tab Set requester.

2 Erase all the tab stops using **Delete EOL** (Ctrl-End).

3 Enter **20** to set a tab stop.

4 Press **Return** since you are setting only one tab stop.

5 Press **Return** again to exit the Tab Set requester.

Using the mouse:

*Highlight **Line** on the Format menu, then choose **Tabs**.*

*Click on **Accept**.*

*Click on **Accept**.*

27.2 Turn Math on

Begin the math document by turning on Math. Because each column is already set for numeric, you do not need to create a definition.

1 Press **Math/Columns** (Alt-F7) and select Math On (1). The "Math" message appears at the bottom of the screen.

Using the mouse:

*Highlight **Math** on the Special menu, then choose **On/Off**.*

27.3 Add “200” and “300”

Now, calculate a subtotal with the “+” operator.

1 Press **Tab** to move to the numeric column and begin aligning. The “Align Char =” message appears at the bottom of the screen.

2 Type **200.00** as the first number.

3 Press **Return** to end the current line and return the cursor to the next line.

4 Press **Tab** to move to the numeric column and begin aligning.

5 Type **300.00** as the second number.

6 Press **Return** to end the current line and return the cursor to the next line.

7 Press **Tab** to move to the numeric column and begin aligning.

8 Type **+** to create a subtotal.

9 Press **Return** twice to end the current line and add a blank line.

10 Press **Math/Columns** (Alt-F7) and select Math Calc (2) to calculate the subtotal. A result of "500.00" appears next to the "+" operator.

Using the mouse:

*Highlight **Math** on the Special menu, then choose **Calculate**.*

27.4 Add two negative numbers

Create another subtotal by adding two negative numbers. Notice that you can use a minus sign or parentheses to indicate a negative number.

1 Press **Tab** to move to the numeric column and begin aligning.

2 Type **-150.00** as the first negative number.

3 Press **Return**, then **Tab** to end the current line and insert a Tab. The cursor moves to the next line of the numeric column.

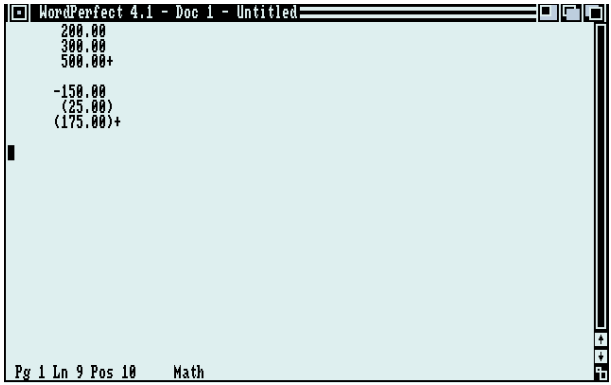
4 Type **(25.00)** as the second negative number.

5 Press **Return**, then **Tab** to end the current line and insert a Tab. The cursor moves to the next line of the numeric column.

6 Type **+** to create a subtotal.

7 Press **Return** twice to end the current line and add a blank line.

8 Press **Math/Columns** (Alt-F7) and select Math Calc (2) to calculate the subtotal. A result of "(175.00)" appears next to the "+" operator. You can also define negative results to appear with a minus sign instead of parentheses.



Using the mouse:

*Highlight **Math** on the Special menu, then choose **Calculate**.*

27.5 Calculate a total

Continue by using the "=" operator to calculate a total from the two subtotals in the numeric column.

1 Press **Tab** to move to the numeric column.

2 Type **=** to create a total.

3 Press **Return** to end the current line and return the cursor to the next line.

4 Press **Math/Columns** (Alt-F7) and select Math Calc (2) to calculate the total. A result of "325.00" appears next to the "=" operator.

Using the mouse:

*Highlight **Math** on the Special menu, then choose **Calculate**.*

27.6 Calculate a grand total

Insert an extra total, then use the "*" operator to calculate a grand total for the math document.

Using the mouse:

1 Press **Tab** to move to the numeric column and begin aligning.

2 Type **T2,000.00** to insert an extra total.

3 Press **Return** twice to end the current line and add a blank line.

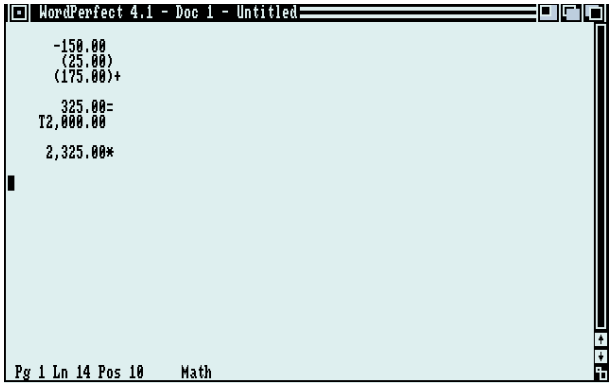
4 Press **Tab** to move to the numeric column and begin aligning.

5 Type ***** to create a grand total.

6 Press **Return** twice to end the current line and add a blank line.

7 Press **Math/Columns** (Alt-F7) and select Math Calc (2) to calculate the grand total. WordPerfect calculates the two totals and a result of "2,325.00" appears next to the "*" operator.

*Highlight **Math** on the Special menu, then choose **Calculate**.*



27.7 Print the document, then clear the screen

To complete the lesson, turn off Math, then print the math document.

1 Press **Math/Columns** (Alt-F7) and select Math Off (1). The "Math" message disappears from the screen.

2 Press **Reveal Codes** (Alt-F3). Find the Math Off code [Math Off]. The cursor is to the right of it. At this point, you are outside of the math document.

3 Press ← to move inside the math document. The "Math" message appears again because the cursor is back inside the math document.

4 Press → to move back outside the math document.

5 Press the **Space Bar** to exit the Reveal Codes window and return to the document window.

6 Press **Print** (Shift-F7) and select Full Text (1) to print the document. The operators (+,=,T,*) are not printed because WordPerfect identifies them as codes that are not sent to the printer.

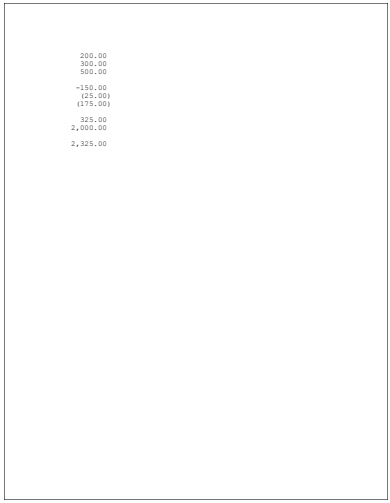
Using the mouse:

*Highlight **Math** on the Special menu, then choose **On/Off**.*

*Choose **Reveal Codes** on the Edit menu.*

Click on the Close gadget in the Reveal Codes window.

*Choose **Full Text** on the Print menu.*



Using the mouse:

7 Press **Exit** (F7) to begin clearing the screen.

*Choose **Exit/Restart** on the Project menu.*

8 Type **n** twice to clear the screen without saving the document.

*Click on **No** in both requesters.*

Advanced Math

Lesson 28

The Math feature allows you to do more than just total numbers. You can define up to four calculation columns in your math document and create one formula per column.

In this lesson, you update a financial statement for the Lone Pine Crafts store.

While working through the lesson, you learn the following facts about WordPerfect's Math feature:

- You can edit a math document.
- You can define up to four calculation columns in a math document.
- Each calculation column can include one formula using addition (+), subtraction (–), multiplication (*), or division (/).
- "!" is an operator inserted by WordPerfect, indicating that the formula for the column will be calculated for the current line. Delete "!" if you do not want a calculation for that line.
- WordPerfect calculates formulas across columns.

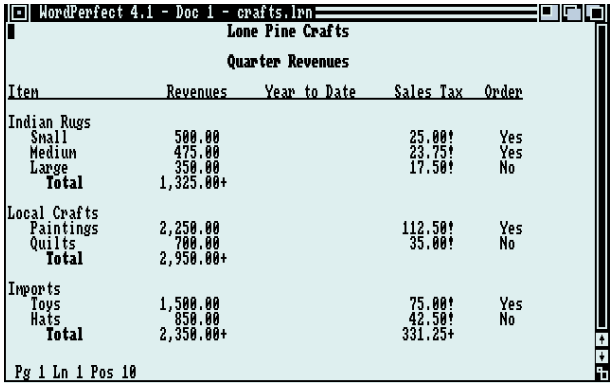
The skills you learn in this lesson can be used to create any documents that require mathematic calculations—even small spreadsheets.

28.1 Retrieve a document

Begin by retrieving the financial statement for the Lone Pine Crafts store.

1 Press **Retrieve** (Shift-F10).

2 Enter **learn:crafts.lrn** as the filename.



Using the mouse:

*Highlight **Retrieve** on the Project menu, then choose **File**.*

28.2 Change a revenue amount

Change the amount of revenue from Large Indian Rugs, then calculate the financial statement.

Using the mouse:

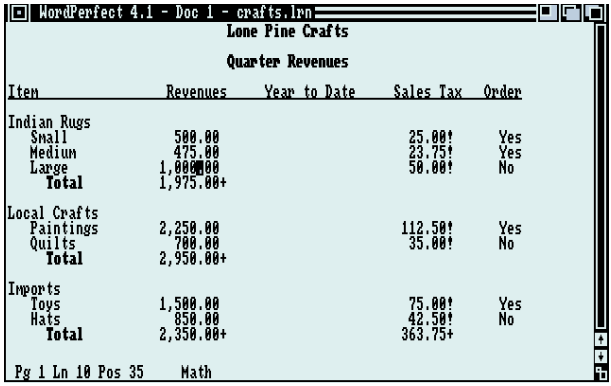
1 Move to Line 10 Position 32.

2 Press **Del** until the characters "350" are deleted.

3 Type **1,000** for the new amount of revenue from Large Indian Rugs.

4 Press **Math/Columns** (Alt-F7) and select Math Calc (2) to calculate the financial statement. Several totals change, including the sales tax figures.

*Highlight **Math** on the Special menu, then choose **Calculate**.*



28.3 Add a new item

Add Wood Carvings to the financial statement, enter the new figures, then calculate.

1 Move to Line 16 Position 10.

2 Press **Return** to add a blank line.

3 Press ↑ to move to the new blank line.

4 Press the **Space Bar** three times to indent.

5 Type **Wood Carvings** as the new item.

6 Press **Tab** to move to the Revenues column.

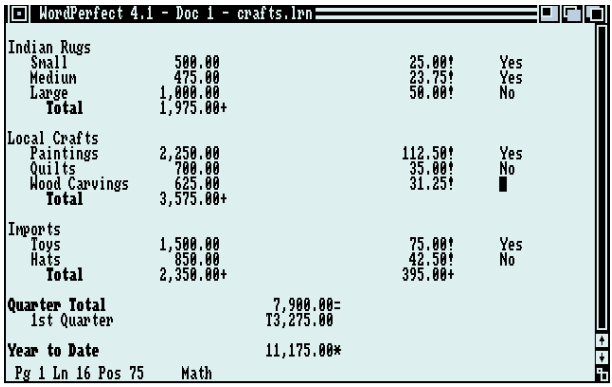
7 Type **625.00** as the revenue for the new item.

8 Press **Tab** three times to move the cursor to the Order column. The "!" operator automatically appears in the Sales Tax column.

9 Press **Math/Columns** (Alt-F7) and select Math Calc (2) to calculate the financial statement.

Using the mouse:

*Highlight **Math** on the Special menu, then choose **Calculate**.*



28.4 Create a new definition

The sales tax changes from 5 to 6 per cent. You need to update the sales tax figures on the financial statement. You can do this by simply creating a new definition that includes an updated sales tax formula.

1 Press ◖**Search** (Shift-F2), and the Reverse Search requester appears.

2 Press **Math/Columns** (Alt-F7), then select Math Definition (1) to insert a [Math Def] code as the search string.

3 Press ◗**Search** (F2) to begin the search.

4 Press **Math/Columns** and select Math Def (2) to display the Math Definition requester.

5 Press → twice to move to the Type number under column C.

6 Press **Return**, then select Calculation (1) for a calculation column.

7 Enter **a*.06** to replace the old sales tax formula.

*You can also move to the end of the formula using the arrow keys, delete the **5**, and enter **6**.*

While you are in the definition, you also want to change the number of digits displayed in the Revenues column for the subtotals.

8 Press ← twice to move to column A.

9 Press ↓ twice to move to the # of Digits category.

10 Type **0** for the number of digits.

11 Press **Exit** (F7), then type **0** to exit the Math Definition requester and return to the math document.

Using the mouse:

*Choose **Reverse** on the Search menu.*

*Click on **Accept** in the requester.*

*Highlight **Math** on the Special menu, then choose **Define**.*

Click on the Type row under column C.

*Click the Select button, then choose **Calculation**.*

Click on the # of Digits row under column A.

*Click on **Accept**, then choose **Exit**.*

12 Press ← to move the cursor next to the original Math definition.

13 Press **Backspace**, then type **y** to delete the original Math definition.

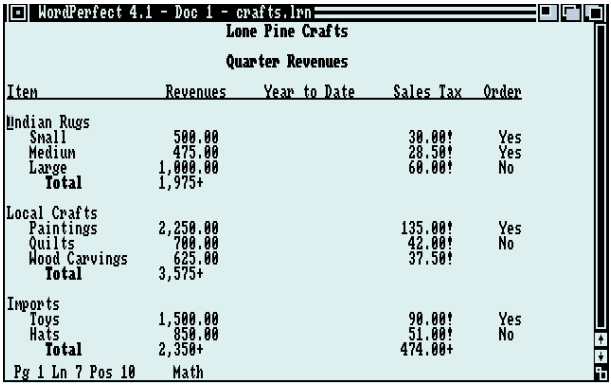
14 Press ↓ twice to move into the financial statement.

15 Press **Math/Columns** (Alt-F7) and select Math Calc (2) to calculate the financial statement.

Using the mouse:

Point at "Indian" and click the Select button.

*Highlight **Math** on the Special menu, then choose **Calculate**.*



There are no decimal points for the totals in the first column, and the sales tax has been recalculated to reflect the new tax rate.

28.5 Enter the 2nd quarter figures

The final step in updating the financial statement is to include the figures for the 2nd quarter, then calculate.

Using the mouse:

1 Move to Line 26 Position 10.

2 Press **Return** to add a blank line, then press ↑ to move to the line.

3 Press the **Space Bar** three times to indent the line.

4 Type **2nd Quarter** as the heading.

5 Press **Tab** twice to move to the Year to Date column.

6 Type **T6,950.00** for the 2nd Quarter Total.

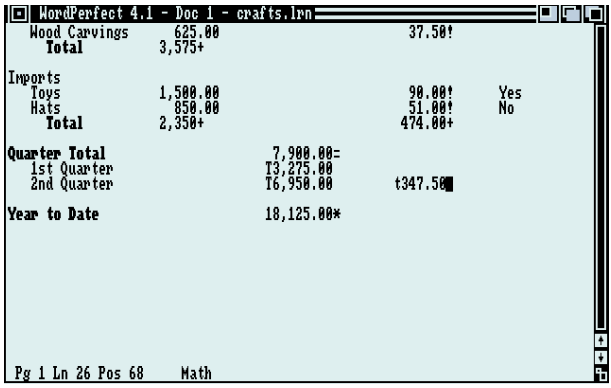
7 Press **Tab** to move to the Sales Tax column.

8 Press **Backspace** to delete the formula operator (!).

9 Type **t347.50** for the 2nd Quarter sales tax subtotal.

10 Press **Math/Columns** (Alt-F7) and select Math Calc (2) to calculate the edited financial statement.

*Highlight **Math** on the Special menu, then choose **Calculate**.*



28.6 Print and save

Now that you have edited the financial statement, you are ready to print and save it. Notice that the Math operators on the screen are not sent to the printer.

1 Press **Print** (Shift-F7) and select Full Text (1) to print the financial statement.

2 Press **Exit** (F7), then type **y** to begin saving the financial statement.

3 Enter **learn:crafts.1** as the filename.

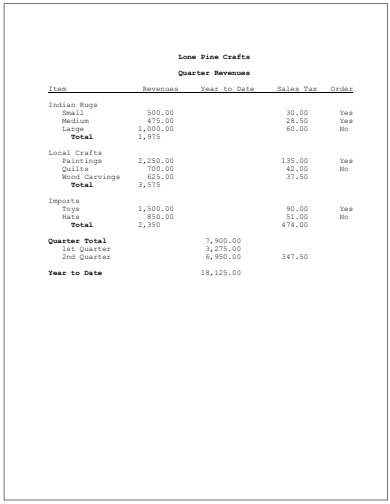
4 Type **n** to clear the screen.

Using the mouse:

*Choose **Full Text** on the Print menu.*

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

*Click on **No** in the requester.*



Lone Pine Crafts

Quarter Revenues

Item	Revenues	Year to Date	Sales Tax	Order
Indian Rugs				
Small	500.00		30.00	Yes
Medium	475.00		28.50	Yes
Large	1,000.00		60.00	No
Total	1,975			
Local Crafts				
Paintings	2,250.00		135.00	Yes
Quilts	700.00		42.00	No
Wood Carvings	625.00		37.50	
Total	3,575			
Imports				
Toys	1,500.00		90.00	Yes
Hats	850.00		51.00	No
Total	2,350		474.00	
Quarter Total		7,900.00		
1st Quarter		3,275.00		
2nd Quarter		6,950.00	347.50	
Year to Date		18,125.00		

Math Merge

Lesson 29

WordPerfect lets you create math reports using information found in your secondary merge files. In this lesson, you add a numeric field to each record of a secondary file, then merge those fields into a math document.

The merge codes used in this lesson are listed below, along with their corresponding titles. When you see one in the lesson, select it by its title on the Merge Codes menu (using Alt-F9 or the pull-down menu).

Merge code	Title
^F	Retrieve Field
^N	Next Record
^P	Open Primary

While working through the lesson, you learn the following facts about WordPerfect's features:

- You can merge fields into a math document.
- After merging fields into a math document, you can then calculate totals using the new information.

The skills you learn in this lesson can be used to create reports (in a fraction of the time it would take to create the same report manually) regarding such varied information as:

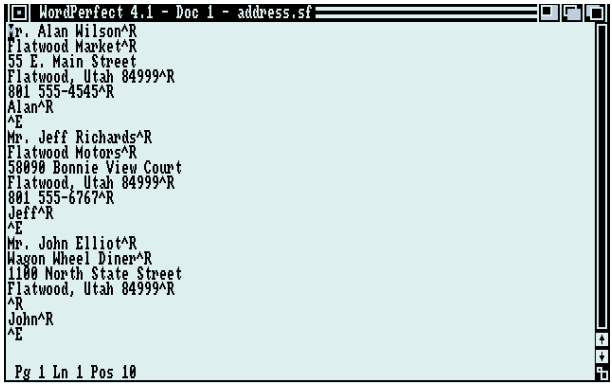
- Grade point averages.
- Project man-hours.
- Equipment depreciation.

29.1 Edit the ADDRESS.SF file

Add a numeric field to each record in ADDRESS.SF the secondary merge file you created in Lesson 21.

1 Press **Retrieve** (Shift-F10).

2 Enter **learn:address.sf** as the filename.



3 Move to ^E in the last line of the first record (Line 7 Position 10).

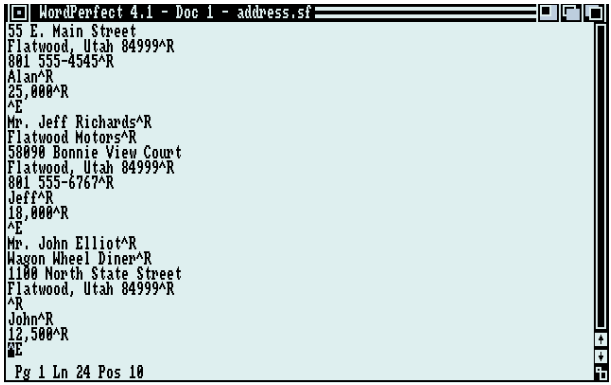
4 Type **25,000** to add a numeric field to the record.

Using the mouse:

*Highlight **Retrieve** on the Project menu, then choose **File**.*

5 Press **Merge R** (F9) to end the new numeric field with ^R and return the cursor to the next line.

Now, add a numeric field to each of the other records as illustrated in the following screen.



6 Press **Exit** (F7), then type **y** to begin saving the file.

7 Enter **learn:address1.sf** to save this edited secondary file under a new filename.

8 Type **n** to clear the screen.

Using the mouse:

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

*Click on **No** in the requester.*

29.2 Set the tab stops

Set the tab stops for two columns in the math document.

1 Press **Line Format** (Shift-F8) and select Tabs (1) to display the Tab Set requester.

__Using the mouse:__
*Highlight **Line** on the Format menu, then choose **Tabs**.*

2 Delete all existing tab stops using **Delete EOL** (Ctrl-End).

3 Enter **40** to insert a tab stop.

4 Press **Return** to indicate no increment.

*Click on **Accept**.*

5 Enter **60** to insert another tab stop.

6 Press **Return** to indicate no increment.

*Click on **Accept**.*

7 Press **Return** to exit the Tab Set requester.

*Click on **Accept**.*

29.3 Define the math columns

Because column A is already defined as a numeric column, you only need to change the definition of column B.

1 Press **Math/Columns** (Alt-F7) and select Math Def (2) to display the Math Definition menu.

2 Press → to define column B.

3 Press **Return** to display the Math Column Type menu. This menu shows the different types of columns you can have.

4 Select Calculation (1) to define column B as a calculation column.

5 Enter **1.1*a** as the calculation formula. This formula calculates a 10% increase of the value in column A. It could also be written as **a+(.1*a)**.

6 Press **Exit** (F7) to exit the Math Definition requester.

7 Select Math On (1) on the Math/Columns menu.

Using the mouse:

*Highlight **Math** On the Special menu, then choose **Define**.*

Click on column B.

Click on the highlighted "3".

*Choose **Calculation**.*

*Click on **Accept**.*

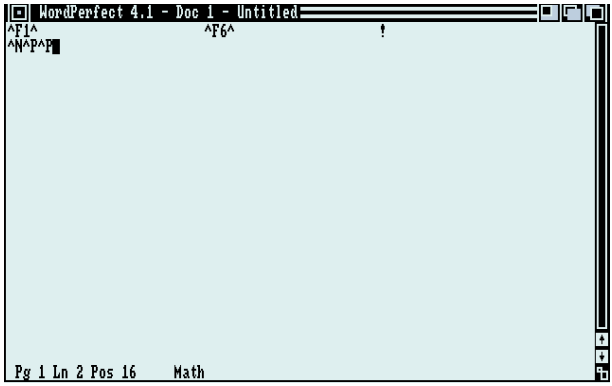
*Choose **Math On**.*

29.4 The primary file

Type and save the following primary file as SALARY.PF.

1 Enter **^F1^[TAB]^F6^[TAB][HRt]**
^N^P^P

*Press **Return** when you see [HRt] and **Tab** when you see [TAB].*



2 Press **Exit** (F7), then type **y** to begin saving the file.

3 Enter **learn:salary.pf** as the filename.

4 Type **n** to clear the screen.

Using the mouse:

*Choose **Exit/Restart** on the Project menu, then click on **Yes**.*

*Click on **No** in the requester.*

29.5 Start the merge

You are ready to merge into the math document and calculate the formulas.

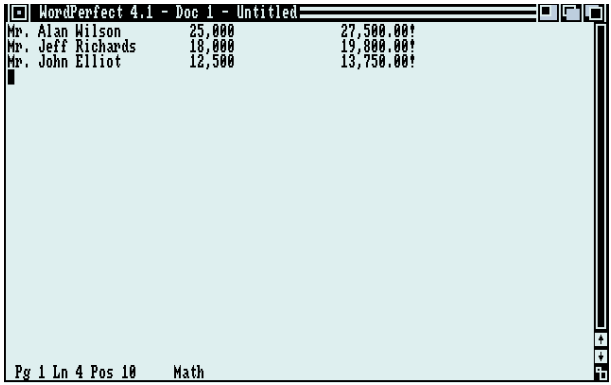
1 Press **Merge** (Ctrl-F9) to start the merge.

2 Enter **learn:salary.pf** as the primary file.

3 Enter **learn:address1.sf** as the secondary file.

The merge begins.

4 Press **Math/Columns** (Alt-F7) and select Math Calc (2) to calculate the column.



5 Press **Exit** (F7) to begin clearing the screen.

6 Type **n** twice to clear the screen without saving the document.

Using the mouse:

*Highlight **Merge** on the Special menu, then choose **Execute**.*

*Highlight **Math** on the Special menu, then choose **Calculate**.*

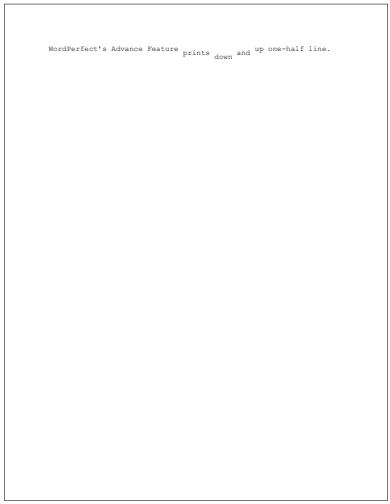
*Choose **Exit/Restart** on the Project menu.*

*Click on **No** in both requesters.*

Reference

Advance [AdvUp][AdvDn][AdvLn:]

The Advance feature lets you print text one-half line up or down from your regular text. You can also use it to move the printer to a specific line on the page.



Advance Up or Down

When you want to advance your text up or down one-half line, make sure your cursor is at the place where you want the advance to begin, then

1 Press **Super/Subscript** (Shift-F1) to display the Super/Subscript menu.

2 Select Advance Up (4) to move up one-half line or Advance Down (5) to move down one-half line.

Notice the new line number

3 Type the text you want printed up or down one-half line.

Using the mouse:

*Highlight **Advance** on the Style menu.*

*Choose **Advance Up** or **Advance Down**.*

When you want to return to your original line position,

4 Press **Super/Subscript**.

5 Select Advance Down (5) to move back down or Advance Up (4) to move back up.

Using the mouse:

*Highlight **Advance** on the Style menu.*

*Choose **Advance Down** or **Advance Up**.*

Not all printers can print in half-line spacing. Retrieve and print the file PRINTER.TST on the Learn diskette to see if your printer supports the Advance feature.

Advance to a Line

The Advance to a Line feature lets you leave an area of blank space on a page without inserting empty lines.

1 Press **Super/Subscript** (Shift-Fl).

*Highlight **Advance** on the Style menu.*

2 Select Advance to Line (6) to advance the printer to a certain line on the page.

*Choose **Advance to Line**.*

3 Enter the line number.

The Advance functions do not change the way text appears on the screen. The Line number on the status line indicates the line on which your text will be printed.

Append

The Append feature lets you add a block of text to the end of an existing file.

1 Block the text you want appended to a file.

2 Press **Move** (Ctrl-F4) and select Append (3) to append the highlighted text to a file.

3 Enter the name of the file. You are returned to your document, and block is automatically turned off.

If WordPerfect cannot find the named file, it will create a file with the name you entered in step 3 above.

Do not append to a locked file.

Using the mouse:

*Choose **Append** on the Project menu.*

Backup

Your files represent hours and days of hard work. It is important that you keep copies of your files on a backup diskette to ensure that this work is not lost.

At the end of each day, or after creating an important document, you can copy files to a backup diskette using the Copy option on the List Files menu (see List Files in this section for details).

WordPerfect also includes two automatic backup features: Timed and Original. However, these backup features are no substitute for saving extra copies of your files on backup diskettes.

Use the Setup menu to set one or both backup features. To access the Setup menu, you must be at a CLI prompt, then

1 Enter **wp -s** from the CLI prompt to display the Set-up menu.

*Be sure to press the **Space Bar** after typing **wp**.*

Using the mouse:

*Choose **Set Backup Options**.*

2 Select Set Backup Options (4).

3 Enter the number of minutes you want between each backup. For example, entering 10 would set WordPerfect to back up your document every 10 minutes.

You are asked to specify a path for the backup files.

4 Enter the full path to the directory where you want to save the timed backup files.

The Backup feature will not work correctly unless you specify the full path to the directory where you want backup files saved. Use volume names in the path (e.g., Learn:, Data:) rather than device names (e.g., df0:,df1:). If you have two disk drives, DO NOT direct backup files to the WP: volume.

Once you have entered a path for the backup files, you are asked if you want to turn on the Original Backup feature.

Using the mouse:

5 Type **y** for yes or **n** for no.

*Click on **Yes** or **No**.*

If you decide to turn off Timed Backup, enter **0** for the number of minutes in step 3.

Timed Backup

Use the Timed Backup feature to safeguard against losing large amounts of text from the document on your screen because of a power outage, machine failure, or rebooting while WordPerfect is running.

WordPerfect automatically saves the document on your screen at timed intervals in a temporary file. If you have more than one document window open, only the documents that have been modified since the last backup will be backed up.

Backups are saved in temporary files named {WP#}___.BK! where # represents the number of the document window that is being backed up. (For example, {WP1}___.BK! is the filename for the document 1 window, {WP2}___.BK! for the document 2 window) These files stay on your disk when you have a machine or power problem, but they are deleted when you exit WordPerfect properly.

When you restart WordPerfect after a machine or power problem, a requester appears telling you that a backup file(s) already exists. The requester explains that unless you delete or rename the existing backup file(s), the file(s) will be overwritten the next time WordPerfect tries to backup a document.

1 Press **Return** to exit the requester.

*Click on **OK**.*

The List Files window is automatically opened with only the backup file(s) displayed in the file list. You can use the List Files menu to delete or rename the backup file(s).

Original Backup

Original Backup is useful when you are editing documents that you have previously saved to disk. This feature saves the original file each time you replace it with the one you are currently editing. The original is renamed to *filename*.BK!, where *filename* represents the name of the original file. As you continue replacing the same file, the .BK! file is replaced with the *new* original file. These .BK! files stay on your disk, even when you exit properly from WordPerfect.

For example, you retrieve the file LETTER to your screen, add a paragraph of text, then replace the file on disk with the one on your screen. The file with the new paragraph is named LETTER, while the original file without the paragraph is named LETTER.BK!.

To retrieve the original backup file, rename it from List Files (do not use .BK! for an extension), then use the Retrieve key or the Retrieve option on the List Files menu.

Binding Width

The Binding Width feature shifts text to the right on odd numbered pages and to the left on even numbered pages. This allows room on two-sided copies for holes or other bindings. For one-sided copies, just increase the left margin.

When you use the Select Printers option on the Printer Control menu, you are asked to enter a binding width value for each printer. Entering a binding width for a printer sets the default value of binding width for that printer. You can enter a different binding width for each of the six printers selected in WordPerfect.

WordPerfect also lets you change the binding width before sending a print job:

Using the mouse:

1 Press **Print** (Shift-F7) and select Printer Control (3).

*Choose **Control** on the Print menu.*

2 Select Change Print Options (1) on the Printer Control menu.

*Choose **Change Print Options**.*

3 Select Binding Width (4) to change the binding width.

*Choose **Binding Width**.*

4 Enter the binding width in tenths of an inch.

*For example, enter **5** for one-half inch binding width.*

A code for binding width is *not* put into your document. The binding width setting affects the next print job only and will return to the default when the job finishes.

Block [Block]

Block is used to define portions of your text for use with other features. When Block is on, a [Block] code appears in the Reveal Codes window. The code marks the place where Block was turned on.

Using the mouse:

There are two ways to highlight a block of text. The first involves only the mouse:

1 Using the mouse, point to one end of the text you want blocked and press the Select button.

2 While holding down the Select button, move the pointer to the other end of the text you want blocked and release the Select button.

"Block On" appears at the bottom of the window, indicating you are defining a block of text.

To highlight a block of text using keystrokes:

1 Move the cursor to one end of the text.

2 Press **Block** (Alt-F4) to turn on Block.

*Choose **Block** on the Edit menu.*

3 Move the cursor to the opposite end of the text to highlight the block.

Once a block is highlighted, you can use many of WordPerfect's features to edit the text (see the list below).

You can use the cursor keys to move the cursor forward or backward to define a block. With Block on, type a character (e.g., a period) to move the cursor forward to that character, or press **Return** to move the cursor forward to a [HRt]. This feature is especially useful in blocking a sentence or paragraph.

You can press **Block** (Alt-F4), **Cancel** (F1), or click the Select button anywhere in the document window to turn Block off. The options on some menus change when Block is on.

Features

Using the mouse:

With Block on, you can use any of the following WordPerfect features:

- Bold
- Center
- Delete
- Flush Right
- Mark Text
  - Index
  - List
  - Redline
  - Strikeout
  - Table of Contents
- Move
  - Append
  - Copy
  - Cut
  - Cut/Copy Column
  - Cut/Copy Rectangle
- Print
- Replace
- Save
- Spell
- Super/Subscript
- Underline
- Upper/Lowercase Conversion (Switch key)

If the "Block On" message is still displayed after you use the feature, press **Block** (Alt-F4) or **Cancel** (F1) to turn Block off.

*Choose **Block** on the Edit menu.*

Goto

The Goto feature can be used to rehighlight the same block of text if you want to use more than one feature on that block.

1 Press **Block** (Alt-F4) to turn on Block.

*Choose **Block** on the Edit menu,*

2 Press **Goto** (Ctrl-Home) twice to rehighlight the block.

If Block is on and you want to return to the beginning of the block,

1 Press **Goto** to display the Goto requester.

*Choose **Goto** on the Search menu.*

2 Press **Block** to go to the beginning of the block.

Block Protect [BlockPro:On] [BlockPro:Off]

This feature lets you protect a block of text from a soft page break.

1 Block the text to be protected.

2 Press **Block Protect** (Alt-F8), then type **y** to protect the highlighted text.

A [BlockPro:On] code is placed at the beginning and a [BlockPro:Off] code is placed at the end of the block. If a [BlockPro:] code is in the middle of a line, the entire line is protected.

When you want to keep a certain number of lines together (e.g., a title with the first paragraph), use the Conditional End of Page feature (see Conditional End of Page in this section). When you want to protect paragraphs from soft page breaks that fall on the first or last line, use the Widow/Orphan Protect feature (see Widow/Orphan in this section).

Bold [B][b]

Bolded text is printed darker than normal text. On the screen, bolded text is darker than the surrounding text.

Using the mouse:

Type bolded text

When you want to highlight text on your screen and at the printer,

1 Press **Bold** (F6) to turn on bolding.

*Choose **Bold** on the Style menu.*

Notice that the Position number in the lower left-hand corner of the window is bolded.

2 Type the text you want bolded.

3 Press **Bold** to end bolding.

*Choose **Bold** on the Style menu.*

*Press **Reveal Codes** to see the [B] at the beginning of the text and the [b] at the end of the text.*

Bold existing text

You can use the Block feature to bold text you have already typed on your screen.

1 Block the text you want bolded.

2 Press **Bold** (F6) to bold the highlighted text.

*Choose **Bold** on the Style menu.*

Remove bolding

If you change your mind and do not want a block of text bolded,

1 Press **Reveal Codes** (Alt-F3) to display the bolded text in the Reveal Codes window.

*Choose **Reveal Codes** on the Edit menu.*

2 Move the cursor next to the [B] or [b] code.

3 Press **Backspace** or **Del** to delete the [B] or [b] code.

4 Press **Return** to exit the Reveal Codes window.

When deleting bolded text in a document window, "Delete [Bold]?" may appear. Type **y** to delete bolding; type **n** (or any other key) to leave the Bold code.

Using the mouse:

Click on the Close gadget in the Reveal Codes window.

*Click on **Yes** or **No**.*

Border Draw

The Border Draw feature helps you draw boxes, graphs, borders, and other illustrations using characters. Using the arrow keys to move the cursor, you can draw in a clear window, or around and over existing text.

Border Draw operates in the Typeover mode. When the cursor passes through existing characters, they are replaced. Any codes in front of the cursor are pushed forward.

You can use the Rectangular Block feature to cut or copy part or all of a border drawing (see Cut and Copy in this section).

Using Border Draw

1 Press **Screen** (Ctrl-F3) and select Border Draw (1) to display the Border Draw menu.

*Highlight **Screen** on the Special menu, then choose **Border Draw**.*

By moving the arrow keys, you can immediately start drawing a line of asterisks. Press different arrow keys to change directions.

The Border Draw menu stays on the screen, so you can continue selecting options from it. If it is in the way, you can move it as you would any other window.

Using the mouse:

To change the Border Draw character,

1 Select Change (2) to display the Border Draw Character requester.

2 Enter a character.

3 Press the arrow keys to begin drawing with the new character.

Whether you are drawing, erasing, or moving, blank areas are filled in with spaces and/or Hard Returns to help create the illustration.

4 When you finish drawing, select Exit (0).

Using the mouse:
*Choose **Change**.*

*Choose **Exit**.*

*You can use **Esc** to repeat a character as many times as you want (see Esc in this section).*

Erase

When you want to erase a line of characters, use the Erase option on the Border Draw menu.

1 Select Erase (3) to begin erasing.

*Choose **Erase**.*

As you move the cursor, characters are erased from the screen. Spaces and Hard Returns may be left or added to keep the unerased part of the illustration intact.

When you are ready to begin drawing again,

2 Select Draw (1), then begin drawing using the arrow keys.

*Choose **Draw**.*

Move

When you want to move through the illustration without disturbing any characters, use the Move option on the Border Draw menu.

1 Select Move (4) to begin moving.

As you move the cursor, spaces and Hard Returns may be added to keep the cursor moving. This feature is useful when you want to move to a part of the illustration to draw an additional line of characters or to erase characters.

When you are ready to begin drawing again,

2 Select Draw (1), then begin drawing using the arrow keys.

Using the mouse:

*Choose **Move**.*

*Choose **Draw**.*

Cancel

Press **Cancel** (F1) to

- Back out of a WordPerfect menu, requester, or message.

*You may need to press **Cancel** more than once.*

- Cancel a WordPerfect hyphenation request (when Hyphenation is on).
- Recover up to three levels of deleted text.

See Undelete in this section for details.

- Turn Block off.

Pressing **Cancel** will not turn off the "Macro Def" message. You need to press **Macro Define** (Ctrl-F10).

Using the mouse:

*Highlight **Macros** on the Special menu, then choose **Define**.*

Cancel Job(s)

The Cancel Job(s) option on the Printer Control menu lets you cancel any or all print jobs.

1 Press **Print** (Shift-F7) and select Printer Control (3) to display the Printer Control window.

2 Select Cancel Job(s) (C) to display the Cancel menu.

3 Select Current Job (1), Job at Cursor (2), or All Jobs (3).

Current Job (1) cancels the print job that is currently printing, Job at Cursor (2) cancels the job that is highlighted by the cursor in the Job list, and All Jobs (3) cancels all the jobs in the list.

4 Type **y** to confirm the cancellation.

If you selected All Jobs (3), you will also be asked if you want to cancel the current print job.

5 Using the mouse, click on the Back gadget in the Printer Control window, then click on the title bar of the document window to activate it.

Printing in WordPerfect is handled by the Print program supplied with WordPerfect, and is a separate task in the Amiga operating system. For this reason, you cannot close the Printer Control window until all printing is complete. Clicking on the Back gadget puts the Printer Control window behind your document window, so you can continue editing while printing is in progress.

Using the mouse:

*Choose **Control** on the Print menu.*

*Choose **Cancel Job(s)**.*

*Choose **Current Job**, **Job at Cursor**, or **All Jobs**.*

*Click on **Yes** in the requester.*

Capitalization

Caps Lock

The Caps Lock key lets you capitalize text without holding down the Shift key.

1 Press **Caps Lock** to begin typing uppercase letters.

2 Type the text you want in uppercase letters.

3 Press **Caps Lock** to end typing uppercase letters.

Case Conversion

You can change blocks of existing text to uppercase or lowercase letters.

1 Block the text you want changed.

2 Press **Switch** (Shift-F3) to display the Case Conversion menu, then change the text to Uppercase (1) or Lowercase (2) letters.

3 Press **Block** (Alt-F4) to turn off Block.

When converting a sentence from uppercase to lowercase, include the punctuation from the end of the preceding sentence, and the first letter in the sentence remains capitalized.

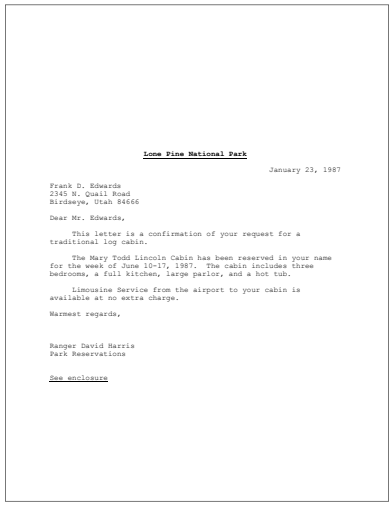
Using the mouse:

*Highlight **Case Convert** on the Edit menu, then choose **Uppercase** or **Lowercase**.*

*Choose **Block** on the Edit menu.*

Center Page Top to Bottom [Center Pg]

This feature centers text vertically on the page when it is printed.



Lone Pine National Park

January 23, 1987

Frank D. Edwards
2345 N. Quail Road
Birdseye, Utah 84666

Dear Mr. Edwards,

This letter is a confirmation of your request for a traditional log cabin.

The Mary Todd Lincoln Cabin has been reserved in your name for the week of June 10-17, 1987. The cabin includes three bedrooms, a full kitchen, large parlor, and a hot tub.

Limousine Service from the airport to your cabin is available at no extra charge.

Warmest regards,

Ranger David Harris
Park Reservations

See enclosure

Using the mouse:

1 Move the cursor to the very beginning of the page (before any codes).

2 Press **Page Format** (Alt-F8), then select Center Page Top to Bottom (3) to center the text top to bottom on the page.

*Highlight **Page** on the Format menu, then choose **Center Page**.*

3 Type **y** to confirm centering the page.

4 Select Exit (0) to exit the Page Format menu.

*You can press **Reveal Codes** (Alt-F3) to see the [Center Pg] code.*

*Choose **Reveal Codes** on the Edit menu.*

Use Center to center a line or block of text horizontally on the page.

Center Text [C][c]

Between margins

Use Center to center a line of text between margins.

1 Move the cursor to the left margin.

2 Press **Center** (Shift-F6) to begin centering.

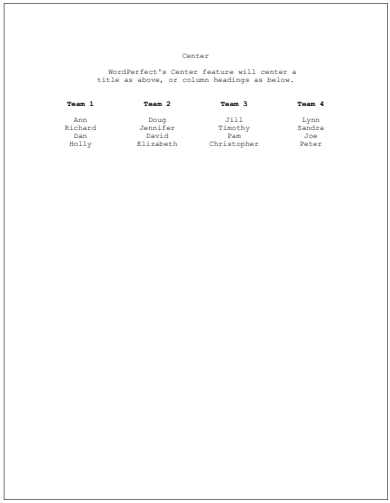
3 Type the text you want centered.

4 Press **Return** to center the text.

If the cursor is not at the left margin, or if it is preceded by a tab or 3 spaces or less, the text will be centered at the cursor position.

You can center an existing line of text by moving the cursor to the beginning of the text, pressing **Center**, then pressing ↓.

There must be a Hard Return at the end of the existing line of text (if you are not using Block).


Center

WordPerfect's Center feature will center a title as above, or column headings as below.

Team 1	Team 2	Team 3	Team 4
Ann	Doug	Jill	Lynn
Richard	Jennifer	Timothy	Sandra
Dan	David	Pam	Joe
Holly	Elizabeth	Christopher	Peter

Using the mouse:

*Choose **Center** on the Format menu.*

*Choose **Center** on the Format menu.*

Over columns

Using the mouse:

Use Center to center a heading over a column of text or numbers.

1 Move the cursor to the center of the column.

2 Press **Center** (Shift-F6) to begin centering.

*Choose **Center** on the Format menu.*

3 Type the column heading.

4 Press **Return** to center the column heading.

The Center code [C] takes precedence over other codes. If you type text in front of a Center code, the text may disappear from the screen.

A block of text

You can center each line in a block of text. The lines can end with a Soft [SRt] or Hard [HRt] Return.

1 Block the lines you want centered between margins.

2 Press **Center** (Shift-F6), then type **y** to center each line in the block.

*Choose **Center** on the Format menu, then click on **Yes**.*

Center codes [C] and [c] are placed around each line of text, and a Hard Return code [HRt] is placed at the end of each line (if one does not already exist).

Codes

The following is a list of all the WordPerfect codes that may appear in the Reveal Codes window ("n" represents numbers that may appear in the code).

[ ]	Hard Space
[-]	Hyphen
-	Soft Hyphen
/	Cancel Hyphenation
[A][a]	Tab Align or Flush Right (begin and end)
[AdvDn]	Advance Down 1/2 Line
[AdvLn:n]	Advance to Specific Line Number
[AdvUp]	Advance Up 1/2 Line
[Align Char:]	Alignment Character
[B][b]	Bold (begin and end)
[Bin#:n]	Sheet Feeder Bin Number
[Block]	Beginning of Block
[BlockPro:Off]	Block Protection Off
[BlockPro:On]	Block Protection On
[C][c]	Centering (begin and end)
[Center Pg]	Center Current Page Top to Bottom
[Cmnd:]	Embedded Printer Command
[CndlEOP:n]	Conditional End of Page (n = number of lines)
[Col Def:]	Column Definition
[Col Off]	End of Text Columns
[Col On]	Beginning of Text Columns
[Date:n]	Date/Time Function (n = format)
[DefMark:Index,n]	Index Definition (n = format)
[DefMark:List,n]	List Definition (n = List Number)
[DefMark:ToC,n]	Table of Contents Definition (n = ToC Level)

[EndDef]	End of Index, List, or Table of Contents
[EndMark:List,n]	End Marked Text (n = List Number)
[EndMark:ToC,n]	End Marked Text (n = ToC Level)
[E-Tabs:n,n]	Extended Tabs (begin with n, every n spaces)
[Font Change:n,n]	Specify New Font or Print Wheel (n = pitch, font)
[FtnOpt]	Footnote/Endnote Options
[Hdr/Ftr:n,n;text]	Header or Footer Definition (n = type, occurrence)
[HPg]	Hard Page
[HRt]	Hard Return
[Hyph Off]	Hyphenation Off
[Hyph On]	Hyphenation On
[HZone Set:n,n]	Reset Size of Hyphenation Zone (n = left, right)
[→Indent]	Beginning of Indent
[→Indent←]	Beginning of Left/Right Indent
[Index:heading; subheading]	Index Mark
[LPI:n]	Lines per Inch
[←Mar Rel:n]	Left Margin Release (n = positions moved)
[Margin Set:n,n]	Left and Right Margin Reset
[Mark:List,n]	Begin Marked Text for List (n = List Number)

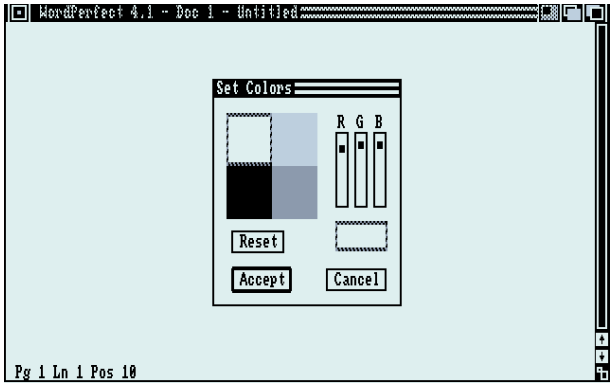
[Mark:ToC,n]	Begin Marked Text for ToC (n = ToC Level)
[Math Def]	Definition of Math Columns
[Math Off]	End of Math
[Math On]	Beginning of Math
[Note:End,n;[note#] text]	Endnote (n = Endnote Number)
[Note:Foot,n;[note#] text]	Footnote (n = Footnote Number)
[Ovrstk]	Overstrike Preceding Character
[Par#:Auto]	Automatic Paragraph/Outline Number
[Par#Def]	Paragraph Numbering Definition
[Par#:n]	Fixed Paragraph Number (n = level number)
[Pg# Col:n,n,n]	Column Position for Page Numbers (n = left, center, right)
[Pg#:n]	New Page Number
[Pg Lnth:n,n]	Set Page Length (n = form lines, text lines)
[Pos Pg#:n]	Set Position for Page Numbers
[RedLn][r]	Redline (begin and end)
[Rt Just Off]	Right Justification Off
[Rt Just On]	Right Justification On
[Set Ftn #:n]	New Footnote Number
[Spacing Set:n]	Spacing Set
[SRt]	Soft Return
[SPg]	Soft Page
[StrkOut][s]	Strikeout (begin and end)
[SubScrpt]	Subscript
[Suppress:n]	Suppress Page Format Options (n = format(s))

[SuprScrpt]	Superscript
[TAB]	Move to Next Tab Stop
[Tab Set:]	Tab Reset
[Top Mar:n]	Set Top Margin in Half-Lines
[U][u]	Underlining (begin and end)
[Undrl Style:n]	Underline Style
[W/O Off]	Widow/Orphan Off
[W/O On]	Widow/Orphan On
!	Formula Calculation
t	Subtotal Entry
+	Do Subtotal
T	Total Entry
=	Do Total
*	Do Grand Total

Colors

The Colors feature lets you change the colors of the screen in WordPerfect.

1 Press **Screen** (Ctrl-F3) and select Screen Colors (4). The following requester appears on the screen.



The Set Screen Colors requester has four color boxes at the top. The boxes represent the colors for background (1), foreground (2), background cursor (3), and foreground cursor (4). Below the color boxes are three sliders used to adjust the color. To change the color in a box,

2 Using the mouse, click on the box you want to change.

3 Drag the sliders to modify the amount of red, green, or blue.

When you are satisfied with the colors,

4 Click on **Accept** to store the changes and return to your document.

The colors remain set until you change them again using the Colors feature.

Using the mouse:

*Highlight **Screen** on the Special menu, then choose **Colors**.*

Column, Move

This feature is used to move a column of text or numbers that has been defined by Tabs, Tab Aligns, Indents, or Hard Returns. Do not use this feature to move Text Columns.

Using the mouse:

1 Block the column you want to move.

The cursor can be placed anywhere in the first and last lines of the column. Only the block, not the column, is highlighted at this point.

2 Press **Move** (Ctrl-F4), select Cut/Copy Column (4) to highlight the column, then select Cut (1) or Copy (2) to cut or copy the column.

*Highlight **Cut** or **Copy** on the Edit menu, then choose **Column**.*

Cut saves and removes the column, then moves the remaining columns to the left.

When you want to retrieve the column,

1 Move the cursor to the left margin, between two columns, or after the last column.

2 Press **Move** (Ctrl-F4), then select Retrieve Column (4) to retrieve the column.

*Highlight **Paste** on the Edit menu, then choose **Column**.*

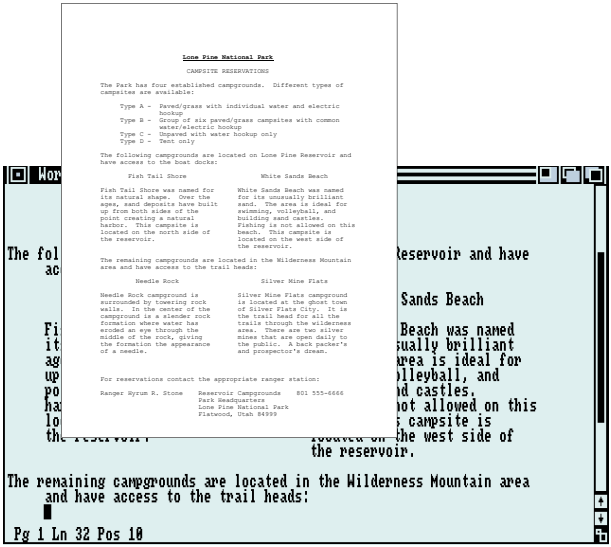
If you retrieve the column at the left margin or between two columns, the remaining columns are moved to the next tab stop to the right.

WordPerfect defines a column to be from one Tab, Tab Align, Indent, or Hard Return code to the next.

Columns, Text [Col Def:][Col On][Col Off]

When you want to create a newsletter, glossary, script, inventory list, or any text that flows into columns, use the Columns feature.

You can have as many as five columns across a page. Columns appear side-by-side on your screen and at the printer:



There are two types of Text Columns available—Newspaper-Style and Parallel. Newspaper-Style Columns are useful for text that flows up and down through the columns (e.g., newsletters). Parallel Columns are useful for text that moves across columns (e.g., side-by-side translations, inventories).

There are four basic steps to creating columns:

1 Define the columns.

2 Begin the columns.

3 Type your text.

4 End the columns.

Once the columns are defined, you can begin and end Text Columns as many times as you wish in a document. You can also redefine the columns as often as you like.

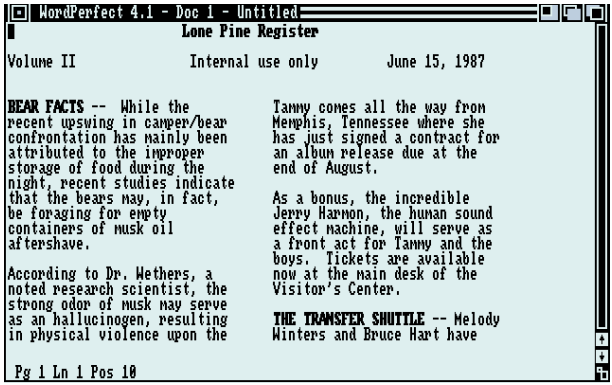
You can have columns on part of a page, the whole page, or the entire document. Simply begin the columns, enter your text, then end the columns.

Columns cannot be started unless the cursor is to the right of, or below, a Column Definition code [Col Def:].

Newspaper-Style Columns

Newspaper-Style Columns are designed for text that you want to flow from the bottom of one column to the top of the next (such as a newsletter).

WordPerfect automatically puts in a [SPg] when you reach the set number of text lines for a page, and the cursor *jumps* to the top of the next column. You can end a column at any time by inserting a page break [HPg] with **Hard Page** (Ctrl-Return).



Using the mouse:

1 Move the cursor to the place in your document where you want columns to begin.

2 Press **Math/Columns** (Alt-F7), then select Column Def (4).

*Highlight **Columns** on the Special menu, then choose **Define**.*

3 Type **y** for evenly spaced columns or type **n** to create your own column margins.

*Click on **Yes** or on **No** in the requester.*

4 Enter the number of spaces you want between columns (evenly spaced only).

5 Select Newspaper (1) to select Newspaper-Style Columns.

*Choose **Newspaper** in the requester.*

6 Enter the number of columns you want across the page.

If you selected evenly spaced columns, margins for each column are calculated by WordPerfect and displayed on the screen. Press **Return** to accept each setting until you return to the Math/Columns menu.

*Click on **Accept** for each setting.*

WordPerfect calculates margins for each column based on the current margin settings for your document. For wider columns change the margins before defining the columns by using the Margins option on the Line Format menu.

If you did not select evenly spaced columns, WordPerfect still displays suggested margins for your columns. If you want to create your own column margins, then begin entering the margins for each column. After entering the last setting, you are returned to the Math/Columns menu.

From the Math/Columns menu,

7 Select Columns On/Off (3) to begin the columns.

Using the mouse:

*Choose **Columns On/Off**.*

A [Col On] code is placed in your text, and a "Col" indicator is added to the status line to let you know which column you are typing in.

A [HRt] code is placed in your text if you turn columns on in the middle of a line.

When you finish typing in columns,

8 Press **Math/Columns** (Alt-F7) and select Columns On/Off (3) to end the columns.

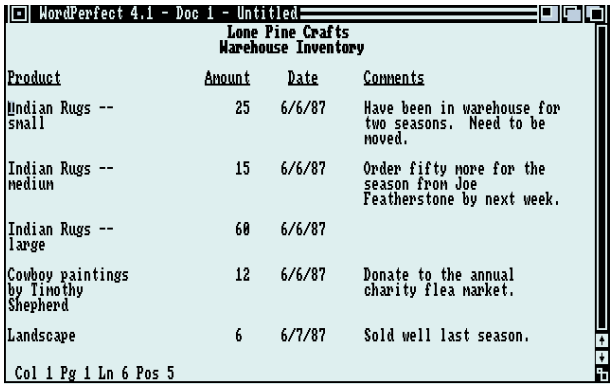
*Highlight **Columns** on the Special menu, then choose **On/Off**.*

A [Col Off] code is placed in your text, and the "Col" indicator on the status line disappears. A Hard Page code [HPg] is inserted for each remaining column that is empty, and the cursor wraps to the left margin.

Parallel Columns

Parallel Columns are designed to keep a group of items together in columns. Block Protection codes are automatically added to keep each group on the same page.

Using the mouse:



The steps for creating Parallel Columns are basically the same as those for creating Newspaper-Style Columns. However, when the Type of Columns requester appears,

1 Select Parallel with Block Protect (2) to select Parallel Columns.

*Choose **Parallel with Block Protect**.*

2 Enter the number of columns you want across the page.

When you begin columns, a Block Protection On code [BlockPro:On] is placed at the beginning of the first column. When you end columns, a Block Protection Off code [BlockPro:Off] is inserted before the [Col Off] code.

When you finish the last column, you may also press **Hard Page** (Ctrl-Return). WordPerfect begins a new group of columns by ending columns, inserting a [HRt], and beginning columns again. The cursor wraps to the left margin below the last line of the longest column, and you are ready to begin typing in the first column.

Editing columns

The cursor keys for moving up and down (e.g., ↑, ↓, **Screen Up**, **Page Up**/**Down**) work as described in this section (see Cursor Control) and include all columns on the page.

The cursor keys for moving left and right (e.g. ←, →, **Home-**←, **Home-**→) move inside a column, with the exception of the following features:

Goto-← (Ctrl-Home, ←)
Moves the cursor to the previous column.

Goto-→ (Ctrl-Home, →)
Moves the cursor to the next column.

Goto-Home-←
Moves the cursor to the first column.

Goto-Home-→
Moves the cursor to the last column.

If you are at the bottom of a column, press → to move quickly to the top of the next column. If you are at the top of a column, press ← to move quickly to the bottom of the previous column.

Some of the Delete keys work differently within a column. For example, if you press **Delete EOP** (Ctrl-PgDn) in the middle of a column, only the text from the cursor to the bottom of the current column is deleted.

The Hard Page key can be used to shorten a column. When you reach the end of the last column, the cursor moves to the left margin below the last line of the longest column.

You can shorten the length of all text columns automatically by changing the number of text lines (see Page Length in this section for details).

Using the mouse:

Click on any column to move to that column.

The Cut and Copy options on the Move key work inside a column. If you want to cut or copy a column, use the Block feature with the Move key. DO NOT USE the Cut/Copy Column option on the Move menu.

You can use most WordPerfect features when Text Columns are on. However, features like Advance, Margins, Footnotes, and Column Definitions are not accepted.

Column Display

While creating columns or editing the text in the columns, you can speed up scrolling and rewriting by displaying each column on a separate page instead of side by side.

1 Press **Math/Columns** (Alt-F7) and select Column Display (5).

2 Type **n** to display columns on separate pages.

Each column is displayed in the position where it would normally appear, but the columns are divided by Hard Page breaks.

When you want to display the columns side by side again, select the Column Display option and type **y**.

Using the mouse:

*Highlight **Columns** on the Special menu, then choose **Display**.*

*Highlight **Columns** on the Special menu, choose **Display**, then click on **Yes**.*

Conditional End of Page [CndlEOP:]

This feature lets you protect a certain number of lines from being split by a page break.

1 Move the cursor to the line above the block of lines to be kept together (even if there is text on that line).

2 Press **Page Format** (Alt-F8) and select Conditional End of Page (9) to keep a certain number of lines together.

3 Enter the number of lines.

4 Select Exit (0) to exit the Page Format menu.

WordPerfect will always keep the block together, placing a page break before the block if necessary. You can use this feature to keep a title or subject heading together with the first paragraph of text. You can also use it to protect outlines, tables, and illustrations.

When you want to protect a block of text, use the Block Protect feature (see Block Protect in this section). When you want to avoid widows and orphans (single lines at the top or bottom of a page), use the Widow/Orphan Protect feature (see Widow/Orphan in this section).

Using the mouse:

*Highlight **Page** on the Format menu, then choose **Cond End of Page**.*

Cursor Control

The cursor can only move through text and codes. When you reach the beginning or end of your document, the cursor stops moving.

Cursor keys
The Home and arrow keys are used to move your cursor through a document.

Arrow keys
Move the cursor up, down, right, or left one character or line.

Home, arrow
Moves the cursor to the edges of the text in the window.

Home, Home, arrow
Moves the cursor to the extreme edges of your document.

Home, Home, Home, Left arrow
Moves the cursor to the beginning of a line before any codes.

The following additional keys help you move the cursor to a specific place in your document:

End
Moves the cursor to the end of a line.

Esc (Escape)
Moves the cursor a specified number of characters in a line, number of lines, or number of pages when used in conjunction with other cursor control keys.

See Esc (Escape) in this section for details.

Goto
Moves the cursor to a specific character or page, the top or bottom of the current page, or another column when used in conjunction with other cursor control keys. It can also be selected twice to move to the original cursor position.

See Goto in this section for details.

Screen Up/Down (+ or – on number pad)
Moves the cursor to the beginning of the first line in the window, then keeps moving through the text, one window at a time.

Pg Up/Dn
Move the cursor to the first line on the previous/next page, then keep moving through the document one page at a time.

Word Left/Right (Ctrl-←/→)
Move the cursor to the beginning of the previous/next word.

The ⧫Search and ⧫Search keys are useful for moving the cursor to a specific word or phrase in your document.

Mouse cursor movement

You can also move the cursor with the mouse.

To move the cursor anywhere in the window, point to the position where you want the cursor, then click the Select button.

To scroll one line at a time, point to the top or bottom Scroll arrow and click the Select button.

To move one screen at a time, move the cursor below or above the Scroll Box in the Scroll Bar, then click the Select button.

To move the cursor anywhere in a document, drag the Scroll Box up or down in the Scroll Bar.

Cut and Copy

This feature lets you move a sentence, paragraph, page, column, block of text, or rectangular block of text.

See Column, Move in this section for details on moving a column.

Sentence, Paragraph, Page

Position the cursor in the sentence, paragraph, or page to be cut or copied, then

1 Press **Move** (Ctrl-F4) and select Sentence (1), Paragraph (2), or Page (3) on the Move menu. The sentence, paragraph, or page is highlighted. Then select Cut (1) or Copy (2).

WordPerfect defines a sentence as text that ends with a period, question mark, or exclamation mark; a paragraph as text that ends with a [HRt] code (Return key); and a page as text that ends with a [HPg] or [SPg] code.

2 Move the cursor to the place where you want to retrieve the text.

3 Press **Move** and select Retrieve Text (5).

If you select Cut, the text is cut from your document. If you select Copy, a copy of the text is saved. The text for both Cut and Copy is saved in a temporary file and remains there until you cut or copy again, or exit WordPerfect.

Block of text

You can use Block with Move to move a block of text.

1 Use the Block feature to highlight the text you want to move.

2 Press **Move** (Ctrl-F4) to display the Block Move menu, then select Cut Block (1) or Copy Block (2).

Using the mouse:

*Highlight **Cut** or **Copy** on the Edit menu, then choose **Sentence**, **Paragraph**, or **Page**.*

*Highlight **Paste** on the Edit menu, then choose **Text**.*

*Highlight either **Cut** or **Copy** on the Edit menu, then choose **Block**.*

3 Move the cursor to the place where you want to retrieve the text.

4 Press **Move** and select Retrieve Text (5).

You can also use the Block and Save features to save a block of text to a disk for later use.

Using the mouse:

*Highlight **Paste** on the Edit menu, then choose **Text**.*

Rectangular block of text

You can use Block with Move to move a rectangular block of text.

1 Move the cursor to the upper-left corner of the rectangle.

2 Press **Block** (Alt-F4) to turn on Block.

*Choose **Block** on the Edit menu.*

3 Move the cursor to the lower-right corner of the rectangle.

4 Press **Move** (Ctrl-F4), select Cut/Copy Rectangle (5), then select Cut (1) or Copy (2) to cut or copy the highlighted rectangle.

*Highlight **Cut** or **Copy** on the Edit menu, then choose **Rectangle**.*

5 Move the cursor to the place where you want the rectangular block inserted.

6 Press **Move** and select Retrieve Rectangle (6).

*Highlight **Paste** on the Edit menu, then choose **Rectangle**.*

You can use this feature to copy part or all of a border drawing or formula (see Border Draw in this section).

Date and Time [Date:]

This feature inserts the current date and time into your document. You can also insert a date/time function code that automatically updates whenever you retrieve or print the document.

The date/time inserted is the date and time set in Preferences.

In a document

The Date feature can be used to insert the date/time into any document.

1 Move the cursor to where you want the date/time inserted.

2 Press **Date** (Shift-F5) to display the Date menu, then select Insert Text (1) or Insert Function (3).

Simple text is inserted if you select Insert Text. A WordPerfect code is inserted if you select Insert Function. The code displays a date/time on the screen that is updated whenever you retrieve or print the document.

During a merge

You can have the date/time inserted automatically during a merge by including a Date code (^D) in the primary file (see Merge in this section).

1 Move the cursor to where you want the date/time inserted.

2 Press **Merge Codes** (Alt-F9), then select Date (D) to insert ^D into your document.

When the primary file is merged, the current date/time will be inserted where the ^D appears.

Using the mouse:

*Highlight **Date** on the Special menu, then choose **Insert Text** or **Insert Function**.*

*Highlight **Merge** on the Special menu, then choose **Date**.*

Date format

Using the mouse:

You can change the way the date and time are displayed.

1 Press **Date** (Shift-F5) and select Format (2) to display the Date Format requester.

*Highlight **Date** on the Special menu, then choose **Format**.*

2 Enter a pattern for the date/time display.

The following table and examples show you the different formats from which you can create a pattern. Numbers represent different selections from the menu. You can use any other characters (e.g., letters, punctuation) to help create the pattern.

Pattern	Display
3 1, 4	December 25, 1985
3 1,4-8:9 0	December 25, 1985-10:55 am
DATE: 2/1/5 (6)	DATE: 12/25/85 (Wednesday)

You can include up to 29 characters in the format pattern.

Date/Time function code

You can insert the date/time as a WordPerfect function code.

1 Move the cursor to where you want the code inserted.

2 Press **Date** (Shift-F5) and select Insert Function (3) to insert the code into your document.

*Highlight **Date** on the Special menu, then choose **Insert Function**.*

When you first insert the code, the current date/time is displayed. Whenever you retrieve the document, the code displays the current time and date. Whenever you print the document, the code prints the date/time that you sent the document to the printer.

The format for the function code does not change until you replace the old code with a new one. To avoid hyphenation problems, the code should be on a line that ends with a Hard Return [HRt].

Delete Codes

You can delete codes from a document window or from the Reveal Codes window.

Using the mouse:

Document window

One of the easiest ways to locate a code is to use the Search feature. For example,

1 Move the cursor to the beginning of the document.

2 Press ➧**Search** (F2) to display the Forward Search requester.

*Choose **Forward** on the Search menu.*

3 Press **Bold** (F6) to insert a Bold code into the search string.

To search for any code, press the key(s) you normally would to access the feature. The code for the feature(s) appears under the "Type search string" message.

4 Press ➧**Search** to begin the search. The cursor stops to the right of the first Bold code.

*Click on **Accept** in the requester.*

5 Press **Backspace**.

6 Type **y** to delete the Bold code.

*Click on **Yes** in the requester.*

*For some codes (such as [TAB], you do not need to type **y** to confirm the deletion.*

Reveal Codes window

You can move through text while in the Reveal Codes window to find and delete any unwanted codes.

1 Press **Reveal Codes** (Alt-F3) to display the Reveal Codes window.

*Choose **Reveal Codes** on the Edit menu.*

The Reveal Codes window is opened; three lines above and three lines below the cursor are displayed. The Reveal Codes window displays both codes and text. The cursor in the Reveal Codes window looks the same as the normal cursor.

Move the cursor to the code using any of the cursor keys, then,

2 Press **Backspace** or **Del** to delete the code.

3 Press the **Space Bar** to close the Reveal Codes window and return to the document window.

You can also use the Search feature to find a code in the Reveal Codes window.

Using the mouse:

Click on the Close gadget in the Reveal Codes Window.

Delete Files

You may delete files from your disk while in WordPerfect.

1 Press **List Files** (F5), and the List Files requester appears. The default directory is displayed in the List Files requester.

2 Press **Return** to see a list of files in the default directory, or enter any directory you want to see. The List Files window appears.

3 Move the cursor to the file you want to delete.

4 Select Delete (7).

5 Type **y** to delete the file, or type **n** if you do not want the file deleted.

6 Select Exit (F7) to exit the List Files window.

Each time you delete a file, the space used by that file becomes available. This is one way to solve a Disk Full problem.

Using the mouse:
*Choose **List Files** on the Project menu.*

*Click on **Accept**.*

Click on the file.

*Choose **Delete**.*

*Click on **Yes** or **No** in the requester.*

*Choose **Exit**.*

Delete Text

WordPerfect provides a variety of keystrokes and mouse features that help you delete unwanted text quickly and efficiently.

Using the mouse:

If you mistakenly delete text, press **Cancel** (F1) to recover the deletion (see Undelete in this section for details).

*Choose **Undelete** on the Edit menu.*

If you are about to delete a code while editing, the "Delete [code]?" requester appears. Type **y** to delete the code; type **n** or any other key to skip over the code.

*Click on **Yes** or **No** in the requester.*

Keystroke deletions

You can use the following keys to delete the text and codes in your document.

Backspace
Deletes to the left of the cursor.

Del
Deletes at and to the right of the cursor.

Delete Word
The Delete Word key (Ctrl-Backspace) deletes the word at the cursor.

Delete EOL
The Delete EOL key (Ctrl-End) deletes codes and text from the cursor to the end of the line.

Delete EOP
The Delete EOP key (Ctrl-PgDn) deletes codes and text from the cursor to the end of the page. The "Delete Remainder of Page" requester appears. Type **y** to delete the text; type **n** if you change your mind.

*Click on **Yes** or **No** in the requester.*

To delete several lines, press **Esc**, enter the number of lines, then press **Delete EOL** (Ctrl-End).

Mouse deletions

When you highlight **Delete** on the Edit pull-down menu, the Delete pop-out menu appears, which includes the following options:

Block
Deletes a highlighted block of text and codes.

Column
Deletes a column which has been defined using Tabs, Tab Aligns, Indents, or Hard Returns. Do not use this feature to delete Text Columns.

Before choosing this option, block the column you want to delete using the Block feature. The cursor can be placed anywhere in the first and last lines of the column. The block, not the column, will be highlighted, but only the column will be deleted.

Rectangle
Deletes a rectangular block of text. Before selecting this feature, highlight the rectangle to be deleted using the Block feature. The block should begin at the upper-left corner of the rectangle and end at the lower-right corner of the rectangle. The entire block, not just the rectangle, will be highlighted, but only the rectangular group of text will be deleted.

To End of Line
Deletes text and codes from the cursor to the end of the line (a [HRt] or [SRt] code).

To End of Page
Deletes text and codes from the cursor to the end of the page (a [HPg] or [SPg] code).

Sentence
Deletes the sentence in which the cursor is currently found. WordPerfect defines a sentence as text that ends with a period, question mark, or exclamation mark.

Paragraph

Deletes the paragraph in which the cursor is currently found. WordPerfect defines a paragraph as text that ends with a [HRt] code (Return key).

Page

Deletes the page on which the cursor is currently found. WordPerfect defines a page as text that ends with a [HPg] or [SPg] code.

Block deletion

To delete a block of text:

1 Highlight the block using the Block feature.

2 Press **Backspace** or **Del**, and a "Delete Block?" requester appears.

*If you use the mouse to choose **Block** on the Edit pop-out menu, the block is deleted without asking you to confirm the deletion, and you can skip step 3 below*

3 Type **y** to confirm the deletion.

Using the mouse:

*Highlight **Delete** on the Edit menu, then choose **Block**.*

*Click on **Yes** to confirm the deletion.*

Directories

A directory is a special file that holds the names of a group of files. The List Files feature lets you display all or part of the files in a directory. The size, date, and time are displayed with each filename. All this information is kept in the directory.

The List Files window displays a "<DIR>" next to the name of a directory.

Create a directory

You can create a new directory using the Change Dir option on the List Files menu. From the List Files window,

Using the mouse:

1 Select Change Dir (7).

*Choose **Change Dir**.*

2 Enter the new directory (e.g., WP:LETTERS/). The "Create new directory?" requester appears on the screen.

3 Type **y** to create a new directory.

*Click on **Yes** in the requester.*

WordPerfect allows a maximum of 125 characters in a pathname, so make sure the directory name is short enough to add filenames later without exceeding 125 characters.

You cannot use this feature to create a volume name.

Delete a directory

You can delete a directory while you are in the List Files window.

1 Move the cursor to a directory file.

Click on the directory file.

2 Select Delete (7) and type **y** to delete the highlighted directory.

*Choose **Delete**, then click on **Yes** in the requester.*

The directory must be empty before WordPerfect can delete it.

Change directory

You can change your default directory using the Change Dir option on the List Files menu. With the List Files window displayed,

1 Highlight a directory in the List Files window.

2 Select Change Dir (7).

The highlighted directory is added to the end of the existing path (i.e., WP:C/*)

3 Press **Return** to display the directory.

When the List Files requester displays the path, you can also enter a new default directory.

You can temporarily display other directories by moving the cursor to a directory and selecting the Look option on the List Files menu (see Look in this section for details).

Using the mouse:

Click on a directory.

*Choose **Change Dir**.*

*Click on **Accept**.*

Editing

More than even a correcting typewriter, the word processor is wonderfully forgiving. If you make a mistake, it is easily corrected. With WordPerfect, a simple keystroke eliminates the need for scissors, correction fluid, tape, and paste.

The following topics in this section cover the editing process:

Block
Cursor Control
Cut and Copy
Delete Codes
Delete Text
Esc (Escape)
Goto
Move
Replace
Reveal Codes
Search
Switch
Typeover
Undelete

Error Messages

When the wrong key is pressed, or other problems arise, an error message and/or requester appears. Most are self-explanatory and relate to the feature you are using. The following are some common error messages/requesters for which you may need additional instructions.

Using the mouse:

Volume *name* is full

This indicates that there is not enough room on the named diskette (or on your hard disk) for the document you are saving.

This error often occurs when you are trying to replace a document that has been previously saved. WordPerfect renames the original file to *ORIGINAL.BK!* and keeps it on the disk until the document on your screen has been saved. So, at one point both the screen document and the ".BK!" file are on your disk at the same time.

You can either delete some unwanted files on your disk to make more room, or insert another disk into the drive. Then try saving the document again by typing **r** for retry.

*Click on **Retry**.*

If you receive a *Volume full* error message on a hard disk, save the document on a disk in drive 0.

If you encounter this error while printing, print from List Files or Printer Control—not from the Full Text or Page options on the Print menu. If you print using the Full Text or Page options, a print file is created, thus taking up more disk space.

Volume WP is full

This usually indicates that you are trying to retrieve a document that has filled up memory and is *overflowing* onto the WP diskette. If there is not room on the WP diskette for the text in the overflow files, you will get this error message.

If you work with large documents, you may want to

- obtain more memory.
- break up your document into smaller files.
- obtain a hard disk.
- redirect your overflow files to another drive (see Memory and Overflow Files in the Appendix section for details).

Insufficient memory

You have filled all available memory in your computer. You may have to close a document window or end any tasks outside of WordPerfect.

WordPerfect requires 512Kb of memory. If you do not have the required memory, you will not have enough room to use multiple document windows or the Thesaurus.

Too many lines in header/footer/footnote/endnote

You are limited to one page of text in a header or footer, and up to 16,000 lines in a footnote or endnote.

Remember that after typing the header/footer/footnote/endnote, you must press **Exit** (F7) to return to your text. If you forget to exit and continue typing your document in the header/footer/footnote/endnote, then this message will appear. You must then cut (Move feature) the extra text, exit the header/footer/footnote/endnote, then retrieve the cut text into the document.

Ram disk full

Ram has been expanded to the point that there is no more available memory. To correct this problem, try resizing your windows.

Using the mouse:

*Choose **Exit/Restart** on the Project menu.*

Unable to save printer selections on disk *or*

Can't create new printer files on WP disk *or*

Unable to save sheet feeder information on disk

This usually indicates that there is not enough room on the WP diskette to save printer information. This error can occur when you are using the Select Printers option on the Printer Control menu. Delete any unnecessary files from your WP diskette and try again.

Esc (Escape)

The Esc key can be used to repeat a character or several WordPerfect features a specified number of times.

The following features can be used with Esc:

Arrow keys
Delete Word
Macro
Page Up/Down
Screen Up
Word Left/Right

To use the Esc feature,

1 Press **Esc** to display the Repeat requester. The repetition number is 8 (unless you have changed the default setting).

2 Press **Return**.

3 Select the WordPerfect feature.

The feature is then repeated 8 times. For example, press **Esc**, **Return**, then ↓ to move the cursor down eight lines. Press **Esc**, **Return**, then a Macro key to repeat a macro eight times.

Repetition number

To change the repetition number from 8 to another number,

1 Press **Esc** to display the Repeat requester.

2 Enter the new number.

3 Select the WordPerfect feature.

For example, press **Esc**, enter **10**, then press **Delete Word** (Ctrl-Backspace) to delete ten words.

When you want to permanently change the repetition number while you are in WordPerfect,

1 Press **Esc** to display the Repeat requester.

2 Enter the new number.

3 Press **Return** twice to permanently change the Escape number.

The default Escape number is changed until you exit WordPerfect or change it again using these steps.

Repeating a character

You can use **Esc** to type the same character several times. For example,

1 Press **Esc** to display the Repeat requester.

2 Enter **30** as the repetition number.

3 Type / to insert 30 slashes.

WordPerfect inserts ////////////////////////////// in your text.

Exit

Never turn off your computer or take your WP diskette out of the drive (except when you are prompted to) until you exit WordPerfect and are returned to the Workbench (or the CLI prompt).

*If you use the New CLI feature, enter **endcli** to return to WordPerfect, then use **Exit** to properly exit WordPerfect before taking out the WP diskette or turning off your computer.*

When you use **Exit**, you can save your current document, then begin a new document or exit WordPerfect.

To exit a document,

1 Press **Exit** (F7) to begin exiting, and the "Save File?" requester appears.

If only one document window is open, you can use the mouse to click on the Close gadget.

Using the mouse:

*Choose **Exit/Restart** on the Project menu.*

2 Type **y** or **n** to save or not save the document on your screen.

*Click on **Yes** or **No**.*

*If you type **n** or click on **No**, skip to step 4.*

3 Enter a filename for the document.

You can use up to 30 characters for the filename.

If the file exists, the "Replace file?" requester appears. Type **y** to replace the file on disk with the one on the screen. Type **n**, and you will be asked to enter another name.

*Click on **Yes** or **No**.*

The "Exit WP?" requester appears.

4 Type **y** or **n** to exit WordPerfect or clear the active document window and begin a new document. (You can also press **Return** to clear the active document window.)

*Click on **Yes** or **No**.*

If you change your mind, press **Cancel** (F1) in response to any of the prompts to return to your document.

Using the mouse:

When you save a document in WordPerfect, two files are created: a document file and an *info* file. The *info* file is used only by the Workbench to display the file's icon. WordPerfect adds ".info" to the end of the filename to distinguish the *info* file from the document file. You can delete the *info* file and still retrieve the document file into WordPerfect, but the file will not have an icon in the Workbench. You can set WordPerfect so it does not create an *info* file (see Set-up in the Installation section).

Headers/footers/footnotes/endnotes

You must use **Exit** (F7) to return to your document when you finish typing a header, footer, footnote, or endnote.

Click on the Close gadget.

Filing

In addition to saving and retrieving particular documents, WordPerfect has a List Files feature that automatically lists the document names in case you can't remember the name of a file, or can't remember which files are on which diskette.

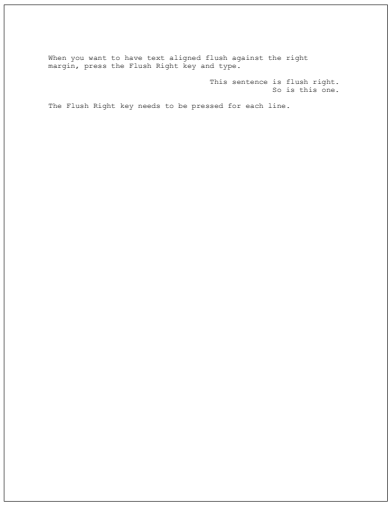
As you create and file more documents, you will want to perform the *housekeeping chores* of deleting and renaming files from within the word processor. With WordPerfect, these and other filing tasks are made easy.

The following topics in this section cover the filing process:

Directories
Exit
List Files
Look
Retrieve
Save
Text In/Out

Flush Right [A][a]

The Flush Right feature aligns text flush against the right margin. It can be used for dates, business headings, etc.



Using the mouse:

1 Press **Flush Right** (Alt-F6), and the cursor jumps to the right margin.

*Choose **Flush Right** on the Format menu.*

2 Type the line of text you want at the right margin.

3 Press **Return** to end the flush right.

The Flush Right code [A] takes precedence over other codes. If you type text in front of a Flush Right code, the text may disappear from the screen.

Block of text

You can flush right each line in a block of text. The lines can end with a Soft [SRt] or Hard [HRt] Return.

1 Block the lines you want at the right margin.

2 Press **Flush Right** (Alt-F6), and type **y** to flush right each line of text in the block.

*Choose **Flush Right** on the Format menu, then click on **Yes**.*

The cursor can be anywhere in the first line for the entire line to be flush. However, the last line must be completely included in the block for the line to be flush.

Flush Right codes [A] [a] are placed around each line of text, and a Hard Return code [HRt] is placed at the end of each line (if one does not already exist).

Font [Font Change:,]

Font refers to the type style. Many printers allow you to select from several fonts. If you are using a *daisy wheel* or *thimble* type of printer, you must change the print wheel to change fonts. Many dot matrix and laser printers have several fonts stored in their memory or in cartridges that are inserted into the printer.

You may want to print the PRINTER.TST (dot matrix or laser) and FONT.TST files on the Learn diskette to see the fonts and characters defined for your printer (see Printer Test Files in the Appendix section for details).

The command to change fonts must be in your document before the document is printed.

1 Move to where you want the new font to begin.

2 Press **Print Format** (Ctrl-F8), then select Pitch/Font (1).

3 Enter the Pitch number. A "Proportional" requester appears.

Pitch is the number of characters per inch. Often, the pitch and font must be set together. If you have a question as to the pitch setting, leave it at 10 pitch.

4 Type **y** if you want proportional spacing or **n** if you don't want proportional spacing.

5 Enter the font number.

Each font is assigned a number from 1 to 8. See Display Printers in this section for more details.

6 Select Exit (0) to exit the Print Format menu.

Some printers stop when they receive the font code. This is to let you change the print wheel.

Using the mouse:

*Highlight **Print** on the Format menu, then choose **Pitch/Font**.*

*Click on **Yes** or **No**.*

Change the print wheel, then

1 Press **Print** (Shift-F7), then select Printer Control (3) on the Print menu. The Printer Control menu is displayed.

2 Select Send Printer a Go (G) on the Printer Control menu to continue printing using the new print wheel.

3 Using the mouse, click on the Back gadget in the Printer Control window.

Printing in WordPerfect is handled by the Print program supplied with WordPerfect, and is a separate task in the Amiga operating system. For this reason, you cannot exit the Printer Control menu until all printing is complete. Clicking on the Back gadget puts the Printer Control window behind your document window, so you can continue editing while printing is in progress.

4 Using the mouse, click on the document window title bar to activate it.

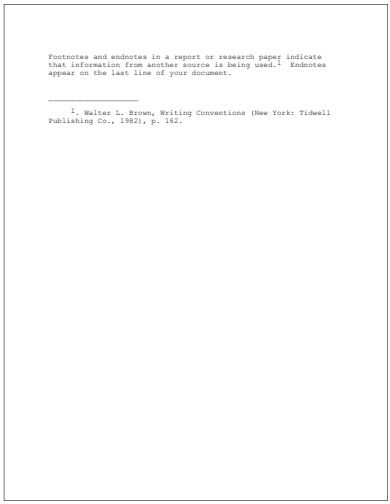
To test which fonts your dot matrix printer supports, change the font number and type a line. Repeat this for all eight fonts, then print the document.

If WordPerfect does not support a desired font, you may insert a printer command or make the change with the PRINTDEF program included on the Print diskette (see Printdef Program in the Appendix section).

Using the mouse:
*Choose **Control** on the Print menu.*

*Choose **Send Printer a Go** on the Printer Control menu.*

Footnotes and Endnotes [Note:Foot,;[Note #]] [Note:End,;[Note #]]


Footnotes and endnotes in a report or research paper indicate that information from another source is being used.[1] Endnotes appear on the last line of your document.

[1] Walter L. Brown, Writing Conventions (New York: Tidwell Publishing Co., 1982), p. 162.

Footnotes and endnotes are useful for listing sources or providing more detailed information about a quote or item in your text.

WordPerfect helps you number and format footnotes or endnotes in your document. Numbers are automatically inserted, footnotes are properly placed, endnotes are compiled at the end of the document, and several options let you change the style. You can even have footnotes and endnotes in the same document.

In the instructions that follow, the word "note" refers to both footnotes and endnotes.

Creating a Note

Using the mouse:

Whenever you create a footnote or endnote, numbering is automatically done by WordPerfect. You only need to type the text of the note.

1 Move the cursor to the place in your document where you want the note number inserted.

If you want to create a footnote,

2 Press **Footnote** (Ctrl-F7) to display the Footnote menu, then select Create (1).

*Highlight **Footnote** on the Special menu, then choose **Create**.*

If you want to create an endnote,

2 Press **Footnote** (Ctrl-F7) to display the Footnote menu, and select Create Endnote (5).

*Highlight **Endnote** on the Special menu, then choose **Create**.*

You are now in a special editing window. The note number is already inserted. The status line shows you the Position and Line number of the cursor.

3 Type the text of your note.

A note can be up to 16,000 lines (approximately 300 pages) long. You can use many WordPerfect features, including Block, Move, and the Speller while editing a note.

4 Press **Exit** (F7) to exit the note and return to your document.

*Choose **Exit/Restart** on the Project menu.*

The first 50 characters of the note can be seen in the Reveal Codes window. You can see the entire text by viewing the note in the special editing window (see Editing a Note below).

WordPerfect automatically reduces the number of text lines on a page by the number of lines in a footnote (plus two lines for spacing between the footnote and text). If there is not enough room, the footnote number and the footnote are moved to the next page.

Editing a Note

__Using the mouse:__

After creating one or more notes, you may want to change the text of a particular note. The cursor can be anywhere in your document to edit a note.

To edit a footnote,

1 Press **Footnote** (Ctrl-F7) to display the Footnote menu, and select Edit (2).

*Highlight **Footnote** on the Special menu, then choose **Edit**.*

To edit an endnote,

1 Press **Footnote** (Ctrl-F7) to display the Footnote menu, and select Edit Endnote (6).

*Highlight **Endnote** on the Special menu, then choose **Edit**.*

When you are asked for the note number,

2 Enter the number of the note you want to edit.

*If the correct number is displayed, press **Return**. If you are using letters or characters for numbering, enter the appropriate letter(s) or character(s).*

WordPerfect retrieves the note into the special editing window. Make your changes, then

3 Press **Exit** (F7) to exit the note and return to your document.

*Choose **Exit/Restart** on the Project menu.*

If you erase the note number code [Note #] while in the editing window, press the Footnote key to insert a new one.

*Highlight **Footnote** on the Special menu, then choose **Create**.*

Deleting a Note

When you want to delete a note from your text,

1 Move the cursor to the note number in your text.

2 Press **Backspace** or **Del** to delete the note number.

3 Type **y** to confirm the deletion.

The remaining notes in your document are renumbered automatically.

Using the mouse:
Click on ***Yes****.*

Printing Notes

WordPerfect tries to keep the entire footnote on the same page as the reference number in your text. If a footnote needs to be split, the first three lines of the footnote will appear on the same page as the reference number.

You can change the number of lines to be kept together on the same page as the footnote number in your text (see Options below).

Endnotes start on the last page of the document. If you want the endnotes on a separate page, move your cursor to the end of your document and press **Hard Page** (Ctrl-Return). Endnotes are only printed when you print the entire document or the last page of the document.

New Footnote Number

Whenever you want footnote numbering to start at a particular number, use the New # option on the Footnote menu.

Position the cursor to the left of the footnote number you want to change, then

1 Press **Footnote** (Ctrl-F7), then select New # (3) to display the Note Number requester.

2 Enter the new footnote number.

All subsequent footnotes are numbered consecutively starting with the new number. This option is useful when you have one document split up into two or more files, or you want to start footnote numbering over again for each chapter in a book.

Using the mouse:

*Highlight **Footnote** on the Special menu, then choose **New #**.*

Options

When you want to change the format of the note (numbering style, spacing, number of lines to keep together, etc.), use the Footnote Options menu.

Move the cursor to the place in your document where you want the style to change, then

1 Press **Footnote** (Ctrl-F7), then select Options (4) to display the Footnote Options menu.

*Highlight **Footnote** on the Special menu, then choose **Options**.*

A menu is displayed that includes the following items:

1 - Spacing within notes
Enter **1** for single spacing, **1.5** for one-and-a-half line spacing, **2** for double spacing, etc. Preset for single spacing.

2 - Spacing between notes
Enter **0** for no lines, **1** for one line, **1.5** for one-and-a-half lines, **2** for two lines, etc. Preset for one line.

3 - Lines to keep together
Enter **1** for one line, **2** for two lines, etc. This specifies the number of lines that will stay on the same page as the footnote reference when WordPerfect needs to split a footnote. It is also the number of lines that will stay together if WordPerfect needs to split an endnote. Preset for three lines.

Using the mouse:

4 - Start footnote numbers each page
Starts footnote numbering at 1 for each new page. Type **y** for yes; type **n** for no. Preset to "n."

*Click on **Yes** or **No**.*

You may want to use this option if you have both footnotes and endnotes in the same document, to avoid confusion between the footnote and endnote numbers in text.

5 - Footnote numbering mode
Type **1** for numbers, **2** for characters, and **3** for letters. Preset for numbers.

*Choose **Numbers**, **Characters**, or **Letters**.*

If you are using both footnotes and endnotes in the same document, you may want to use this option to change footnotes to characters or letters. This avoids the confusion of having both footnote and endnote numbers in text.

6 - Endnote numbering mode
Same as footnote numbering mode. Preset for numbers.

7 - Line separating text and footnotes
Type **1** for no line, **2** for a 2-inch line, and **3** for a line across the page. Preset for a 2-inch line.

*Choose **No line**, **2 inch line**, or **Line across entire page**.*

8 - Footnotes at bottom of page
When your text and footnote(s) do not take up all the available space on a page, type **y** to have blank lines inserted between the text and footnote(s).

*Click on **Yes**.*

9 - Characters for notes
Enter the character(s) you want to use for the character numbering mode. You can enter up to 5 different characters. After all characters are used once, they are doubled, tripled, etc.

	One character	Two characters
First footnote	*	*
Second footnote	**	#
Third footnote	***	**
Fourth footnote	****	##
Fifth footnote	*****	***
Sixth footnote	******	###
Seventh footnote	*******	****

Preset for an asterisk (*).

A - String for footnotes in text
Create a style for footnote numbering in your text. You may enter characters, Underline, and Superscript. When you press **Underline** or **Superscript**, codes will appear. To re-insert the note code, press Footnote and select Footnote/ Endnote (1). Use spaces for indenting.

When you finish creating the style, press **Return** to enter the string. Preset for superscripted numbers.

B - String for endnotes in text
Create a style for endnote numbering in your text (see String for footnotes in text). Preset for superscripted numbers.

C - String for footnotes in note
Create a style for footnote numbering in your footnotes (see String for footnotes in text). Preset for 5-space indent and superscripted numbers.

D - String for endnotes in note
Create a style for endnote numbering in your endnotes (see String for footnotes in text). Preset for the number followed by a period.

Using the mouse:

*Click on **Accept** in the requester.*

Margin changes

Using the mouse:

When you change the margins of your document, you need to reset the margins of each note.

You can reset the margins for all the notes by doing a word count from the Speller menu. With the document in the active window, and the Speller/Thesaurus diskette in drive 1 (or on your hard disk),

1 Press **Spell** (Ctrl-F2) to start the Speller.

*Choose **Spell** on the Special menu.*

If this is the first time you have run the Speller since starting WordPerfect, a requester may ask you for the location of the dictionary. Enter the full path to the dictionary, then enter the path to the supplementary dictionary (usually this is the same location). See Spell in this section.

2 Select Word Count (7) to begin the word count.

*Choose **Count**.*

When the count is finished, the margins have been reset for each note. The margins for each note are automatically reset when you spell-check the document.

Another method is to display each note in the special editing window, then exit the window.

For a footnote,

1 Press **Footnote** (Ctrl-F7) to display the Footnote menu, then select Edit (2).

*Highlight **Footnote** on the Special menu, then choose **Edit**.*

For an endnote,

1 Press **Footnote** (Ctrl-F7) to display the Footnote menu, then select Edit Endnote (6).

*Highlight **Endnote** on the Special menu, then choose **Edit**.*

2 Press **Return** to display the current note. You can also enter a number for another note.

3 Press **Exit** (F7) to exit the note.

*Choose **Exit/Restart** on the Project menu.*

You may want to create a macro that does this task for you.

Changing Footnotes to Endnotes

You can create a macro that changes all the footnotes in your document to endnotes. Retrieve a document that contains footnotes. With your cursor at the beginning of the document,

1 Press **Macro Define** (Ctrl-F10) to begin the macro definition.

2 Enter the macro name.

3 Press **Footnote** (Ctrl-F7), then select Edit (2).

4 Press **Return** to display the current footnote.

5 Press **Del** and type **y** to delete the footnote number.

6 Press **Block** (Alt-F4) to turn on Block.

7 Press **Home** twice, then press ↓ to highlight the entire footnote.

8 Press **Move** (Ctrl-F4) and select Cut Block (1) to cut the footnote.

9 Press **Exit** (F7) to exit the footnote window and return to your document.

10 Press **Footnote** (Ctrl-F7), then select Create Endnote (5) to create an endnote.

11 Press **Move** (Ctrl-F4) and select Retrieve Text (5) to retrieve the cut footnote.

12 Press **Exit** (F7) to exit the endnote window.

13 Press **Macro Define** (Ctrl-F10) to end the macro definition.

Using the mouse:

*Highlight **Macros** on the Special menu, then choose **Define**.*

*Highlight **Footnote** on the Special menu, then choose **Edit**.*

*Click on **Accept** in the requester.*

*Choose **Block** on the Edit menu.*

Drag the Scroll Box to the bottom of the Scroll Bar.

*Highlight **Cut** on the Edit menu, then choose **Block**.*

*Choose **Exit/Restart** on the Project menu.*

*Highlight **Endnote** on the Special menu, then choose **Create**.*

*Highlight **Paste** on the Edit menu, then choose **Text**.*

*Choose **Exit/Restart** on the Project menu.*

*Highlight **Macros** on the Special menu, then choose **Define**.*

Using the above steps as a guide, you can also create a macro that will change endnotes to footnotes.

When you want to use the macro, make sure your cursor is at the beginning of the document, then

1 Press **Esc** to display the Repeat requester.

2 Enter a large number like 1000.

Start the macro, and it is repeated until there are no more footnotes to change.

The macro will end if a [SetFTN#] code is encountered. Delete the code and start the macro again.

Formatting

Formatting refers to margins, spacing, page length, and justification, or in other words, the visual appearance of the printed page. You may change the format settings almost anywhere in the text, and as many times as you wish.

Some format settings insert codes. These codes, although unseen in a normal document window, may be seen and deleted using the Reveal Codes window. Formatting codes affect the text from the cursor forward.

The effect of some settings, such as Margins and Page Length, will immediately appear on your screen. Others, such as Justification, Center Page, and Advance, will appear when the document is printed.

Initial settings

WordPerfect comes with many features already set to certain values. You can change the settings of these features. These changes affect either the document you are working on, or they affect the way WordPerfect operates until you exit. Once you exit WordPerfect, the features are reset to their initial settings.

The following is a list of initial settings:

Align Char	period (.)
Auto-Rewrite	on
Date	3 1, 4 (December 25, 1985)
E-Tabs	160,10
Footnote/Endnote	[SuprScrpt][Note]
Font	1
H-Zone	left = 7, right = 0
Hyphenation	off
Lines per Inch	6
Margins	left = 10, right = 74
Page # Col Pos	L = 10,C = 42,R = 74
Page # Pos	no page numbers
Page Length	66 form length, 54 text lines
Pitch	10
Right Justification	on

Spacing	single
Tabs	every 5 spaces
Top Margin	12 half-lines
Underlining	non-continuous single
Widow/Orphan	no

You can use the Set-up feature to change many initial settings (see Set-up in the Installation section for details).

Forms

When you select printers, you also select the type of forms you will be using with the printer. Paper may be fed to your printer by a tractor (continuous), by a cut-sheet feeder, or by hand.

See the Installation section for details on selecting printers.

If you have one printer, but are using both continuous and hand-fed forms, you may wish to select two printers and define each the same except for the forms. For example, Printer A would be hand-fed and Printer B continuous. To use one or the other, you could change the Printer Letter at print time through Change Print Options on the Printer Control menu.

Hand-fed forms

When you select Hand-fed forms and send a document to that printer, the Printer Control window automatically opens (if it is not already open), and "Waiting for a new page. Send a 'Go'." appears as the Job Status message. Insert a sheet of paper, then

Using the mouse:

1 Select Send Printer a Go (G) on the Printer Control menu to continue printing.

*Choose **Send Printer a Go** on the Printer Control menu.*

2 Using the mouse, click on the Back gadget to put the Printer Control window behind the current document window, then click on the document window title bar to continue editing.

Each time a new page is printed, the Printer Control window will be activated, and the same Job Status message will appear. This allows you to insert a sheet of paper before printing starts for each page. Continue inserting sheets and selecting the Send Printer a Go option until all pages are printed.

Goto

The Goto feature can be used with other keys to move the cursor to a specific position in your document. You can also press **Goto** twice to move the cursor back to an original position.

Using the mouse:

To use the Goto feature,

1 Press **Goto** (Ctrl-Home) to display the Goto requester.

*Choose **Goto** on the Search menu.*

Once the Goto requester is displayed, press any one of the following keys (or choose the feature) to move the cursor:

Character

Moves the cursor forward to the character (letter, punctuation mark, etc.).

Number

Moves the cursor to the top of the numbered page.

Up arrow

Moves the cursor to the top of the current page.

Down arrow

Moves the cursor to the bottom of the current page.

Block

Moves the cursor to the beginning of the block (when Block is on).

If you accidentally turn Block off or want to use more than one feature on the same block of text, press **Block** (Alt-F4) again, then press **Goto** (Ctrl-Home) twice to restore the highlighted block.

Left/Right arrow

Moves the cursor from column to column (see Columns. Text in this section).

Home, Left/Right arrow

Moves the cursor to the farthest left/right text column.

Original Position

When you press Goto (Ctrl-Home) twice, the cursor returns to its original position after you have used any of the following features:

Esc
Goto
Home and arrow keys
Page Up and Down
Replace
Screen Up
Search

The arrow keys, Word Left, and Word Right can be used without replacing the cursor position recorded by WordPerfect.

For example, press **PgDn**, then move to a sentence with ↓. While editing the sentence, use ← and →. When you are finished, press **Goto** twice to return to your original position before you pressed **PgDn**.

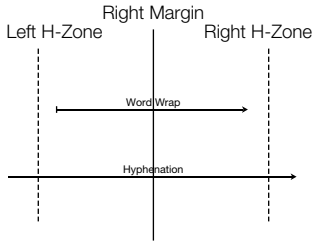
The Goto-Goto feature is also useful for returning your cursor to its original position after pressing the wrong cursor key.

*If you insert text in front of an original cursor position, selecting **Goto** twice moves the cursor forward to an "adjusted" original position.*

H-Zone (Hyphenation) [HZone Set:,]

When the Hyphenation feature is on, WordPerfect uses an H-Zone (Hyphenation Zone) to determine if a word should be hyphenated or wrapped to the next line.

There is a left H-Zone and a right H-Zone:



If a word starts before or at the left H-Zone and moves past the right H-Zone, you will be asked to hyphenate the word (see Hyphenation). If a word starts after the left H-Zone and moves past the right margin, it is wrapped to the next line.

Setting the H-Zone

The Left and Right Hyphenation Zones are preset to 7 and 0 respectively. You may change this setting to increase or decrease hyphenation.

Using the mouse:

*Highlight **Line** on the Format menu, then choose **H-Zone**.*

1 Press **Line Format** (Shift-F8), select Hyphenation (5) to display the Hyphenation menu, then select Set H-Zone (2) to set the H-Zone.

2 Enter the left zone.

3 Enter the right zone.

A smaller H-Zone requires more hyphenation; a larger H-Zone requires less hyphenation.

The H-Zone also determines how far you can move the hyphen in the word when WordPerfect asks for hyphenation help.

H-Zone and Justification

If Right Justification is on and you have a large Hyphenation Zone, the text in some lines may be unevenly spaced when the document is printed.

If you have a line printer and define the right H-Zone setting for a number greater than 0, then some lines may print beyond the right margin when Justification is on.

With Justification off, a small H-Zone will produce a more even right margin.

Hard Space [ ]

If you wish to keep two or more words together, such as your name, the date, or an equation, use a Hard Space.

1 Type the first word.

2 Press **Home**, then the **Space Bar** to insert a Hard Space.

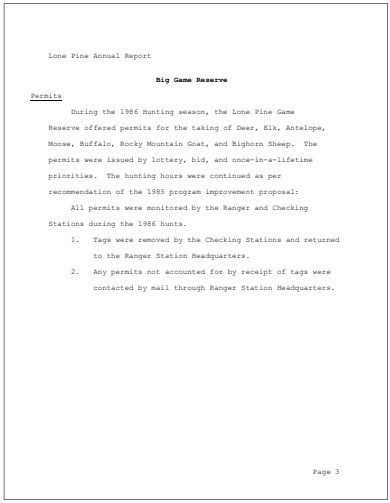
3 Type the second word.

You can view the Hard Space in the Reveal Codes window. A Hard Space appears as [ ].

WordPerfect considers the two words as one and may ask you to hyphenate the word when Hyphenation is on. Because you want to keep the words together, press **Cancel** (F1) and the word will wrap to the next line.

Headers or Footers [Hdr/Ftr:,;]

Use a header to automatically print the same information (titles, page numbers, etc.) at the top of every page, odd numbered pages, or even numbered pages. Use a footer to automatically print the same information (titles, page numbers, etc.) at the bottom of every page, odd numbered pages, or even numbered pages.



Lone Pine Annual Report

Big Game Reserve

Permits

During the 1986 Hunting season, the Lone Pine Game Reserve offered permits for the taking of Deer, Elk, Antelope, Moose, Buffalo, Rocky Mountain Goat, and Bighorn Sheep. The permits were issued by lottery, bid, and once-in-a-lifetime priorities. The hunting hours were continued as per recommendation of the 1985 program improvement proposal:

All permits were monitored by the Ranger and Checking Stations during the 1986 hunts.

1. Tags were removed by the Checking Stations and returned to the Ranger Station Headquarters.
2. Any permits not accounted for by receipt of tags were contacted by mail through Ranger Station Headquarters.

Page 3

If a header is not at the beginning of your document, it may move from the top of a page when you add or delete text. To protect the header from moving, place a Hard Page break [HPg] in front of the header code. When you want to print the document, delete the Hard Page break.

Creating

When you are ready to create a header or footer, follow these basic steps:

1 Move the cursor to the beginning of the page on which you want the header or footer to start.

2 Press **Page Format** (Alt-F8) and select Headers or Footers (6) to display the Headers or Footers menu.

3 Type a header or footer number.

4 Select Every Page (2), Odd Pages (3), or Even Pages (4). An empty window appears.

If you want to end Headers or Footers at a particular place in your document, select (or choose) the Discontinue option.

5 Type the text of the header or footer.

You can use most WordPerfect features, such as Center, Flush Right, Bold, Underline, etc. Tabs are automatically converted to the proper number of spaces. You can also set the spacing in a header or footer to one-and-a-half, double, etc.

6 Press **Exit** (F7) to save the header or footer and return to the Page Format menu.

7 Select Exit (0) to exit the Page Format menu.

*The header/footer is not visible in the document window. Press **Reveal Codes** (Alt-F3) to view the first 50 characters of text.*

You may define as many as two headers and two footers at any point in a document.

Using the mouse:

*Highlight **Page** on the Format menu, then choose **Headers/Footers**.*

Choose a header or footer number.

*Choose **Every Page**, **Odd Pages**, or **Even Pages**.*

*Choose **Exit/Restart** on the Project menu.*

*Choose **Reveal Codes** on the Edit menu.*

Editing

When you want to make changes in a header or footer,

1 Press **Page Format** (Alt-F8) and select Headers or Footers (6) to display the Headers or Footers menu.

2 Type the header or footer number.

*Highlight **Page** on the Format menu, then choose **Headers/Footers**.*

Choose a header or footer number.

3 Select Edit (5) to display the header or footer for editing.

*Choose **Edit**.*

4 Edit the header or footer text.

5 Press **Exit** (F7) to save the edited text and return to the Page Format menu.

*Choose **Exit/Restart** on the Project menu.*

6 Select Exit (0) to exit the Page Format menu.

If you change the margins in your document *after* creating a header or footer,

1 Select Edit (5) on the Headers or Footers menu.

*Choose **Edit**.*

2 Press **Exit** (F7), and the margins in your header or footer will be updated automatically.

*Choose **Exit/Restart** on the Project menu.*

If you want to spell-check a header or footer *separately* from the rest of your document,

1 Select Edit (5) on the Headers or Footers menu to display the special editing window.

*Choose **Edit**.*

2 Make sure the Speller/Thesaurus diskette is in drive 1 (or on your hard disk), then press **Spell** (Ctrl-F2).

*Choose **Spell** on the Special menu.*

If this is the first time you have run the Speller since starting WordPerfect, a requester may ask you for the location of the dictionary. Enter the full path to the dictionary, then enter the path to the supplementary dictionary (usually, the same location).

Printing

If you use two headers (or footers) on the same page, be sure that one is Flush Right or printed on a different line—otherwise one may print over the other.

Headers are printed starting on the first text line of the page. WordPerfect automatically subtracts the correct number of lines, allowing for one blank line between the header and the document text.

For example, if you have a one-line header, and your text lines are set for 54, two lines are used for the header and the rest (52) for your document text.

The first line of a footer is printed on the last text line of the page. An extra line above the footer is automatically used to double space the footer from the text. If your footer is more than one line long, the rest of the footer text is printed in the bottom margin.

Page Numbers

When you want to include text with page numbering, use ^B (Ctrl-b) in a header or footer instead of the Page Number Position feature (see Page Numbering in this section for details).

Help

On-line help is available whenever you use WordPerfect. You can view a list of features or a screenful of information about any WordPerfect feature.

After pressing **Help**, you can

1 Type a letter of the alphabet (A - Z).

This displays an alphabetized list of all the features that begin with that letter. The name of each feature is accompanied by the keys you need to press for it.

You can also see a screenful of information about a feature.

1 Press the appropriate key(s) to view information about the WordPerfect feature.

Some of the keys display a menu that allows you to see another screenful of information about each of the options.

You can continue to move through the help information by typing letters, pressing WordPerfect keys, or choosing menu options. When you finish using the Help feature,

2 Press **Return** or the **Space Bar** to return to your document.

Hyphenation [-] [/] "-"

When you are typing or editing a document, WordPerfect does not ask you to hyphenate any words. However, if you want to improve the visual appearance of the printed page by keeping justified lines and ragged right margins more evenly spaced, you can turn on the Hyphenation feature.

Using the mouse:

1 Move the cursor to where you want Hyphenation to begin.

The cursor should be at the top of the first page to start hyphenation for the entire document.

2 Press **Line Format** (Shift-F8) and select Hyphenation (5) to display the Hyphenation menu.

*Highlight **Line** on the Format menu, then choose **Hyphenation**.*

3 Select Hyphenation On/Off (1), and the Hyphenation requester appears.

*Choose **Hyphenation On/Off**.*

4 Type **y** to turn on Hyphenation.

*Click on **Yes**.*

A [Hyph On] code is placed in your text at the cursor. As you scroll through the text, WordPerfect decides when a word needs to be hyphenated. The screen flashes, and a requester appears.

1 Use ← or → to position the hyphen between syllables.

2 Press **Esc** to hyphenate the word and continue typing. A soft hyphen is inserted into the word (see Soft Hyphens below).

If you do not want the word hyphenated, press **Cancel** (F1) and the word wraps to the next line. The space before the word is changed to a Soft Return [SRt] and a Cancel Hyphenation code [/] is inserted in front of the word.

Delete the Cancel Hyphenation code [/] if you change your mind and want to hyphenate the word.

You can turn Hyphenation off again at any point in your document by inserting a [Hyph Off] code.

1 Move to where you want Hyphenation to end.

2 Press **Line Format** (Shift-F8), then select Hyphenation (5) to display the Hyphenation menu.

3 Select Hyphenation On/Off (1), and the Hyphenation requester appears.

4 Type **y** to turn off Hyphenation.

Using the mouse:

*Highlight **Line** on the Format menu, then choose **Hyphenation**.*

*Choose **Hyphenation On/Off**.*

*Click on **Yes**.*

You can turn Hyphenation on and off as many places as you want in a document.

If you want to turn off Hyphenation temporarily while moving the cursor to the top or bottom of the document, spell-checking, or performing some other operation, press **Exit** (F7) when the Hyphenation requester first appears. After the operation, Hyphenation is automatically turned back on.

Soft hyphens

When WordPerfect helps you hyphenate, a Soft Hyphen is inserted into your document. The Soft Hyphen is a code that looks like a normal hyphen character in both the document window and in Reveal Codes.

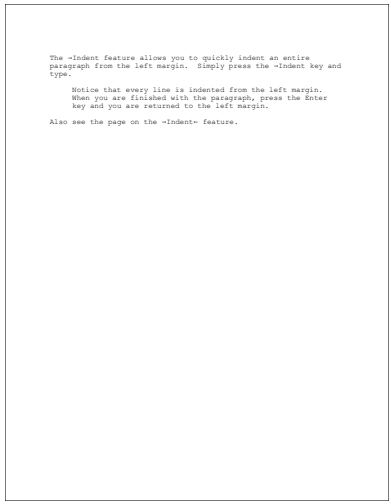
When you are editing, a word with a soft hyphen may pull together again. The Soft Hyphen disappears from the document window and is not printed, but it can still be seen in Reveal Codes.

Hyphenated phrases

When you type a word or phrase that uses hyphens (e.g., mother-in-law, jack-in-a-box), a Hard Hyphen code is inserted into your document. A Hard Hyphen looks like a normal hyphen in the document window and appears in brackets in Reveal Codes.

◗Indent (Left Indent) [◗Indent]

The ◗Indent feature is used to indent a paragraph from the left margin. Your paragraph will indent one tab stop each time you use ◗Indent.



To indent a paragraph,

1 Press ◗**Indent** (F4) to begin the indent. The cursor moves to the next tab stop.

You can change the tab stops to change the indent value.

2 Type the text of the paragraph.

3 Press **Return** to end the indent.

Using the mouse:

*Choose **Left Indent** on the Format menu.*

Hanging Indent

Follow these steps to create a *hanging paragraph*—the first line begins at the left margin while the remaining lines are indented.

1 Press **Indent** (F4) to begin the indent.

2 Press **Margin Release** (Shift Tab) to move the first line of the paragraph one tab stop to the left.

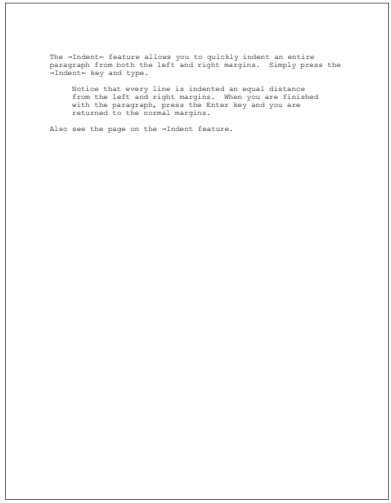
Using the mouse:

*Choose **Left Indent** on the Format menu.*

*Choose **Margin Release** on the Format menu.*

◗Indent◖ (Left/Right Indent) [◗Indent◖]

The ◗Indent◖ feature indents the text the same amount from both the left and right margins until **Return** is pressed. The tab stops are used for indent stops also. This is useful for long, indented quotes or for centering paragraphs.



The →Indent← feature allows you to quickly indent an entire paragraph from both the left and right margins. Simply press the →Indent← key and type.

Notice that every line is indented an equal distance from the left and right margins. When you are finished with the paragraph, press the Enter key and you are returned to the normal margins.

Also see the page on the →Indent feature.

To use a Left/Right Indent,

1 Press **◗Indent◖** (Shift-F4) to begin the indent. The cursor moves to the next tab stop.

You can change the tab stops to change the indent value.

2 Type the text of the paragraph.

3 Press **Return** to end the indent.

Using the mouse:

*Choose **L/R Indent** on the Format menu.*

Index [Index:;][DefMark:Index,]

You can have WordPerfect generate an index for your document. Both headings and subheadings are available.

Using the mouse:

There are three basic steps to creating an index:

- Mark the text to be included in the index.
- Define the style and location of the index.
- Generate the index.

Mark the text

When you are ready to mark the text in your document for an index, move the cursor to a word you want in the index, or highlight the text using the Block feature, then

1 Press **Mark Text** (Alt-F5) and select Index (5) to display the Index Heading requester.

*Highlight **Mark Text** on the Special menu, then choose **Index**.*

When you use the Block feature, the text you highlight is displayed in the Index Heading requester. If you do not use the Block feature, only the word at the cursor is displayed.

2 Press **Return** to select the displayed text as the heading, or enter your own heading.

*Click on **Accept**.*

If you do not use the displayed text for the heading, it appears for the subheading.

3 Enter your own subheading, press **Return** to use the displayed text, or press **Delete EOL** (Ctrl-End), then **Return** if you do not want a subheading. You can also press **Del** to delete one letter at a time.

Repeat these steps for each item you want indexed. Once all items have been marked, you are ready to define a numbering style for the index.

Define the style

Once the text is marked, you need to define a numbering style for the index. Whenever you define a numbering style, a [DefMark] code is inserted in your text. WordPerfect generates the index at the code. Make sure the cursor is where you want the index *before* defining the style to prevent the index from being created in the wrong place.

The index numbering style refers to the way page numbers will be displayed for each index heading or subheading. You have five numbering styles from which to choose:

- No Page Numbers.
- Page Number Follows Entry.
- (Page Number) Follows Entry.
- Flush Right Page Numbers.
- Flush Right Page Numbers with Leaders.

Both index headings and subheadings use the same numbering style definition. To define a style,

1 Type a title for the index (if desired) in your document.

2 Move the cursor to the position where you want the index generated.

3 Press **Mark Text** (Alt-F5) and select Define (6) to display the Define Text Markings menu.

4 Select Index (8).

5 Select a numbering style on the Index menu.

The index definition should be at the end of your document, because only index markings that occur before the definition are included in the generation.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Define**.*

*Choose **Index**.*

Choose an option.

Generate

Once you have marked the text and defined the numbering styles, you are ready to have WordPerfect generate the index.

1 Press **Mark Text** (Alt-F5) and select Generate (7) to begin generating.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Generate**.*

If your computer does not have enough memory available, you may need to clear any additional document windows so the index can be generated.

If you have not deleted the old text from previous indexes, WordPerfect stops at each one before generating, highlights the text, and displays the "Previous Deleted?" requester.

2 Type **y** or **n** to indicate if you want the text deleted.

*Click on **Yes** or **No**.*

If you answer *no*, you are returned to your document to delete the old text.

An index is generated for each [DefMark] code and an [EndDef] code is inserted at the end of each index. If you try to generate an index and an [EndDef] code does not exist, you will see an error message and will be returned to your document.

When editing your document, make sure you are not adding text between the [DefMark] and [EndDef] codes. Erase the old [DefMark] code every time you select a new numbering style, or the index will be generated twice.

Italics [I][i]

You can italicize text as you type, or italicize existing text using the Block feature.

Using the mouse:

Italics

When you want to italicize as you type,

1 Press **Italics** (F3) to begin italicizing.

*Choose **Italics** on the Style menu.*

2 Type the text you want italicized.

3 Press **Italics** again to stop italicizing.

*Choose **Italics** on the Style menu.*

You can use the Reveal Codes feature to see the [I] at the beginning of the text and the [i] at the end of the text.

Block and Italics

You can also italicize a block of text. Use the Block feature to highlight the text, then press **Italics** (F3).

*Choose **Italics** on the Style menu.*

Justification On/Off [Rt Just On][Rt Just Off]

Justification adjusts the spacing between printed characters to keep the right margin even. WordPerfect is preset for Justification on.

You cannot see right justification on the screen; however the text will be justified when the document is printed.

Justification Off

When you want your document to print with a ragged right margin,

1 Move the cursor to where you want to end Justification.

2 Press **Print Format** (Ctrl-F8) and select Justification On/Off (3) to display the Justification requester.

3 Type **y** to turn off Justification.

4 Select Exit (0) to exit the Print Format menu.

Restore Justification

When you want to restore Justification in your document,

1 Move the cursor to where you want to start Justification.

2 Press **Print Format** (Ctrl-F8) and select Justification On/Off (3) to display the Justification requester.

3 Type **y** to turn on Justification.

4 Select Exit (0) to exit the Print Format menu.

You may begin and end Justification in your document as many times as you wish. Any change is effective from the cursor forward.

Using the mouse:

*Highlight **Print** on the Format menu, then choose **Justification**.*

*Click on **Yes**.*

*Highlight **Print** on the Format menu, then choose **Justification**.*

*Click on **Yes**.*

You may also begin Justification again by deleting the previous [Rt Just Off] code.

When you want to see if Justification is currently on or off, move the cursor into your text, press **Print Format** (Ctrl-F8), and select Justification On/Off (3) to display the Justification requester. When the requester asks if you want to turn justification on, then justification is already off at that point in your document. When the requester asks if you want to turn justification off, then justification is on.

Using the mouse:

*Highlight **Print** on the Format menu, then choose **Justification**.*

Line Format

You can change the tabs, margins, spacing, hyphenation, and alignment character as many times as you want within your document by using Line Format. Only text from the change forward is affected.

To change the format,

1 Press **Line Format** (Shift-F8) to display the Line Format menu.

2 Select an option.

3 Enter the new information.

When you want to check the current setting of a Line Format feature such as tabs or margins, select that feature on the Line Format menu. The requester for that feature will appear, displaying the current settings.

Using the mouse:

*Highlight **Line** on the Format menu.*

Choose an option.

*Highlight **Line** on the Format menu, then choose an option.*

Lines Per Inch [LPI:]

WordPerfect is preset to print six vertical lines per inch. You can change the number of lines per inch to eight.

Using the mouse:

*Highlight **Print** on the Format menu, then choose **Lines per Inch**.*

1 Press **Print Format** (Ctrl-F8) and select Lines per Inch (2).

2 Enter **8** for the number of lines printed per inch.

3 Select Exit (0) to exit the Print Format menu.

Send the PRINTER.TST file (on the Learn diskette) to your printer to see if it can print eight lines per inch.

A combination of 6 lpi and 8 lpi on the same page may cause your printer to feed the next page to the wrong starting point. You can correct this problem through the PRINTDEF program on the Print diskette (see Printdef Program in the Appendix section). Enter <**12**> under *String to send printer at end of page*. This will send a form feed at the bottom of each page. You must also set the *form length* and *top of form* switches on your printer to the proper settings.

Text lines

When choosing eight lines per inch, you may also want to change the number of text lines on the page.

1 Press **Page Format** (Alt-F8) and select Page Length (4). The Page Length menu appears.

*Highlight **Page** on the Format menu, then choose **Page Length**.*

2 Select Other (3) to create your own settings.

*Choose **Other**.*

3 Enter the form length at six lines per inch.

4 Enter the number of *actual* text lines.

If you are using 8 lines per inch and want a 1-inch top and bottom margin, set the page length to 66 and the number of text lines to 72 for 8½" x 11" paper.

5 Select Exit (0) to exit the Page Format menu.

Always enter form length at 6 lines per inch.

List Files

List Files is an important feature for organizing and working with the files on a disk. For example, you can

- Change the default directory.
- Check for files that contain a word.
- Look into a document file or another directory.
- Retrieve, delete, rename, print, or copy a file.
- Retrieve a text (ASCII) file.

To display the List Files window,

1 Press **List Files** (F5), and the List Files requester appears asking you to enter a path. The name of the default directory is displayed in the requester.

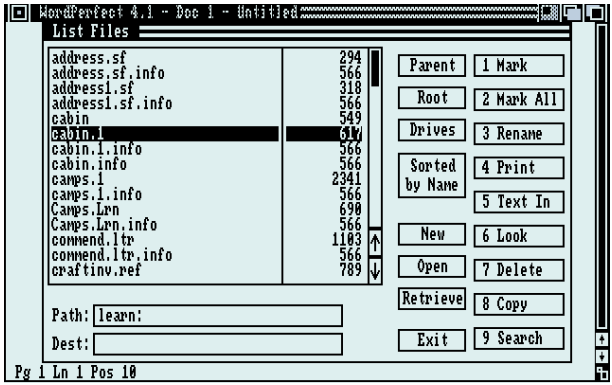
2 Press **Return** to display the current directory.

If you would like to see a directory other than the one displayed, enter any directory you want to see (e.g., df0:wp, df0:wp/letters, etc.).

Using the mouse:

*Choose **List Files** on the Project menu.*

*Click on **Accept**.*



You can enter a filename *pattern* to display selected files. For example, df1:*.LTR would list all files in drive 1 with ".LTR" as the last four characters, or df0:BOB* would list all files in drive 0 that have "BOB" as the first three characters.

Using the mouse:

The box below the current directory contains an alphabetized list of the files in that directory. The list identifies each file by a filename, the size in bytes (roughly equivalent to characters), and the date and time the file was last saved.

To the right of the file list is a menu which includes several options for managing files (see List Files menu below).

To exit the List Files window,

1 Select Exit (F7) on the List Files menu.

*Choose **Exit**.*

Moving through the list

Press the arrow keys to move one file at a time. Press the Screen Up, Page Up/Down, or Home-Up/Down arrow keys to move a screen at a time. Press the Home-Home-Up/Down arrow keys to move to the beginning or end of the list.

Click on the file you want highlighted, or use the Scroll Bar to the right of the list.

You can also move the cursor to a file by typing the filename. When you type the first letter of the name, the letter appears under the file list, and the cursor jumps to the first file that begins with that letter. As you continue to add letters to the name, the cursor jumps to the first filename that matches the displayed letters.

You may only need to type part of the filename to move the cursor to that file. You can erase characters with **Backspace**. Press **Return**, or any cursor key to end the name search.

To search for a file that starts with a number, type a letter, press **Backspace**, then type the correct character.

List Files menu

Using the mouse:

You can retrieve, delete, rename, print, or copy a file from the List Files menu. You can also change the default directory, look into a file or directory, or display all the files that contain a specified word.

When you want to use the Retrieve, Delete, Rename, Print, Text in, Look, or Copy option,

1 Move the cursor to the desired file or directory.

Click on the desired file to highlight it.

2 Select a List Files option.

Choose a List Files option.

A description of each option follows. Details for some options are found on other pages in this section.

1 Retrieve

A copy of the file is retrieved to the active document window at the cursor position. Text below the cursor is pushed down to make room for the incoming file.

2 Delete

The "Delete (*filename*)?" requester appears. Type **y** to delete the file; type any other key if you change your mind. Once deleted, a file cannot be retrieved.

*Click on **Yes** or **No**.*

3 Rename

Enter the new filename.

4 Print

The file is sent to the printer.

5 Text in

A copy of the unformatted text file (ASCII file) is prepared for WordPerfect, retrieved into the active document window, and inserted at the cursor.

6 Look
The files in a directory or the text of a WordPerfect file is displayed (see Look in this section for details).

7 Change Dir
Change the default directory or create a directory (see Directories in this section for details).

8 Copy
Copy the current file to another file, directory, or drive. Enter a new filename to create a file, or enter an existing filename to replace a file. Enter a directory or drive to use with the same filename, or include a new or existing filename with the drive or directory.

9 Word Search
Display all the files in the current directory that contain the same word, or have words that match a pattern. Words should be enclosed in double quotation marks. You can use the asterisk (*) and question mark (?) to create a pattern. You can also use the semicolon, space, and comma as logical operators (see Word Search in this section for details).

At the top of the List Files window is the **Parent** button. Using the mouse, click on it to display the contents of the parent to the current directory. By continuing to click on **Parent**, you can keep moving back through the path until you reach the root directory

Using the mouse:

Double-click on the file.

Marking files

You can mark several files to be copied, deleted, or sent to the printer at one time. To mark a file, move the cursor to that file and type an asterisk (*).

Lists [Mark:List,][EndMark:List,][DefMark:List,]

In many documents, you may want to include lists of figures, illustrations, tables, maps, etc. WordPerfect can help you define and generate up to five lists. The entries will be listed in the order they appear in the document.

There are three basic steps for creating lists:

- Mark the text to be in the list.
- Define the numbering style and location of the list.
- Generate the list.

Lists use text from your document. Once you have created the definitions, you can use the same marked text over and over again to generate (create) new lists.

You can create up to five different lists.

Mark the text

To mark the text in your document for a list,

1 Use the Block feature to highlight the word or phrase you want to include. Any codes in the block (Bold, Underline, Center) will be included with the text.

2 Press **Mark Text** (Alt-F5) to display the Mark Text menu and select List (2).

3 Enter the list number (1-5).

Repeat these steps for each item you want included in the list(s). You are then ready to define a numbering style for each list.

When you mark a string of text for a list, [Mark] and [EndMark] codes are placed at either end of that text.

To delete these markings, only delete the [Mark] code—WordPerfect then deletes the [EndMark] code.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **List**.*

Define the style

Using the mouse:

Once the text is marked, you need to define a numbering style for each list. Whenever you define a numbering style, a [DefMark] code is inserted into your text. WordPerfect generates the list at the code. Check the cursor position *before* defining the style to prevent the list from being created in the wrong place.

You have five numbering styles from which to choose:

- No Page Numbers.
- Page Number Follows Entry.
- (Page Number) Follows Entry.
- Flush Right Page Numbers.
- Flush Right Page Numbers with Leaders.

Lists

Each list needs its own numbering style definition. To define the numbering style,

1 Type a title for the list (if desired).

2 Move the cursor to the position where you want the list generated.

3 Press **Mark Text** (Alt-F5) and select Define (6) to display the Define Text Markings menu.

*Highlight **Mark Text** on the Special menu, then choose **Define**.*

4 Select a list number (1-5).

Choose a list number

5 Select an option on the menu to select a numbering style.

Choose an option.

Generate

Once you have marked the text and defined the numbering styles, you are ready to have WordPerfect generate the list(s).

1 Press **Mark Text** (Alt-F5) and select Generate (7) to begin generating.

*Highlight **Mark Text** on the Special menu, then choose **Generate**.*

If your computer does not have enough memory available, you may need to clear the other document windows so that the list(s) can be generated.

If you have not deleted the old text from any previous list(s), WordPerfect stops at each one before generating, highlights the text, and asks if you want to delete the block of text.

Using the mouse:

2 Type **y** or **n** to indicate if you want the text deleted.

Click on ***Yes*** *or* ***No****.*

If you answer *no*, you are returned to your document to delete the old text.

If an [EndDef] code does not exist for a list, you will see an error message and will be returned to your document. The same error message also appears if you have two [DefMark] codes for one [EndDef] code.

When generating is complete, a list is generated for each [DefMark] code, and an [EndDef] code is inserted at the end of each list.

When editing your document, do not add text between the [DefMark] and [EndDef] codes. Erase the old [DefMark] code every time you select a new numbering style, or the list will be generated twice.

Locked Documents

You may protect or *lock* your documents with a password so that no one will be able to retrieve or print that file without knowing its password—not even you!

A locked document must be printed from the screen; it cannot be printed from disk.

Using the mouse:

Save the document

To lock a document,

1 Press **Text In/Out** (Ctrl-F5) and select Save Locked File (4) to lock and save the document in the active window.

*Highlight **Save** on the Project menu, then choose **Locked File**.*

2 Enter a filename for the locked document.

3 Enter the password twice.

Because the password does not appear on the screen, you need to enter the password twice to guard against mistyping. The password may contain up to 75 characters.

Once the document has been locked, you can retrieve, then save it again with **Save** or **Exit**. You are asked for the password. Enter the same password (or another) and the file you are saving is locked. If you press **Return** instead of entering a password, the file you save is not locked.

Retrieve the document

To retrieve a protected document,

1 Press **Text In/Out** (Ctrl-F5) and select Retrieve Locked File (3) to unlock and retrieve the locked document.

*Highlight **Retrieve** on the Project menu, then choose **Locked File**.*

2 Enter the filename of the locked document.

3 Enter the password.

You can also retrieve a locked document using **Retrieve** or **List Files**. You are asked for the password. If it is entered incorrectly, the "Password" requester is displayed again.

Should you forget the password, there is absolutely no way to retrieve the document.

Look

The Look option on the List Files menu lets you scroll through the contents of a WordPerfect document file, or display the files in the current directory or a subdirectory.

Selecting the Look option does not change the default directory.

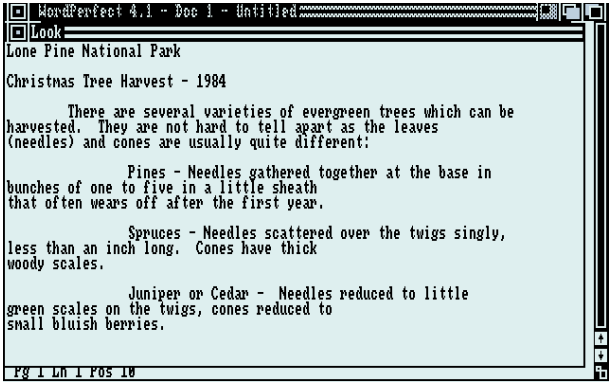
WordPerfect documents

When the cursor is on a WordPerfect document file in the List Files window,

1 Select Look (6) to display the contents of the document.

Using the mouse:

*Choose **Look**.*



The document is displayed in a special look window. You can use the Down arrow, Screen Down, and Page Down keys to scroll through the text. You cannot edit or move in any other direction.

Directories

Directories are special files that help you organize other files into groups, much the same as file folders help you organize documents. A directory can include files and other directories.

At the top of each List Files window is the name of the current directory. Other directories may also be listed at the beginning of the file list in alphabetical order. Each directory has a <DIR> in the *size* column.

When the cursor is on a directory file,

Using the mouse:

1 Select Look (6) to display all the files in the directory.

*Choose **Look**.*

Using the mouse, click on **Parent** in the upper right-hand corner of the List Files window to display the contents of the parent to the current directory. By continuing to click on **Parent**, you can keep moving back through the path until you reach the root directory.

Macros

Macros can make life easier by storing frequently used phrases, paragraphs, formats, etc., which can be retrieved with a few keystrokes.

To help you visualize what a macro is, think of any task (such as a letter closing) that you do often, and then imagine giving this task a name. Now, instead of typing the same old text and codes, just type the name of the task and WordPerfect does it for you.

You can define (record) a macro to perform any task you would normally do with WordPerfect. For example,

- Type a closing to a letter.
- Format a document.
- Replace several items in a document.
- Print and save a file.
- Print several copies of a document.

There are four basic steps to follow each time you define a macro.

1 Press **Macro Define** (Ctrl-F10) to begin defining the macro. The Define Macro requester appears.

2 Enter the name of the macro. "Macro Def" appears on the status line.

3 Perform the keystrokes or mouse commands you want recorded in the macro file.

4 Press **Macro Define** to end defining the macro.

The keystrokes are saved in a file on your default drive or directory.

You can press **Macro Define** when a WordPerfect message or requester is on the screen (e.g., the Save File requester) to stop recording the macro.

Using the mouse:

*Highlight **Macros** on the Special menu, then choose **Define**.*

*Highlight **Macros** on the Special menu, then choose **Define**.*

*Highlight **Macros** on the Special menu, then choose **Define**.*

Starting a merge while defining a macro will automatically end macro definition.

If you are using a macro that includes a search, the macro automatically ends when the search string is "Not Found." The Replace feature does not end a macro and can be used several times in the same macro.

Naming a macro

Before you define a macro, you are asked to enter a name. The three ways to name a macro are: 1) entering a filename, 2) holding down either Amiga key and typing any one of the letters mapped to macros, or 3) pressing **Return**.

*To see which letters are mapped to macros, press **Screen** (Ctrl-F3) and select Ctrl/Amiga Keys (2). You can use those letters which have "Macro" to their right on the Control/Amiga Character Mapping requester.*

If you enter a filename or use the Amiga keys, the macro can be started whenever you are in WordPerfect. Pressing **Return** creates a temporary macro that is erased when you exit WordPerfect.

Macros are normally saved as files on the default drive/directory. They can be copied like other files. WordPerfect looks on the default drive/directory when starting a macro.

Starting a macro

If you named the macro by entering a filename,

1 Press **Macro** (Alt-F10) to start the macro.

2 Enter the name of the macro.

Except for Amiga-key macros, you can define and start macros using full pathnames (e.g., df0:wp, df1:wp/letters). This helps those who want to save macros on the system disk/directory as well as those who want to start macros that do not reside on the default drive/directory.

Using the mouse:

*Highlight **Screen** on the Special menu, then choose **Ctrl/Amg Map**.*

*Highlight **Macros** on the Special menu, then choose **Invoke**.*

If you pressed **Return** when asked for a name, WordPerfect names the macro for you.

1 Press **Macro** (Alt-F10) to start the macro.

2 Press **Return** and WordPerfect finds the macro.

If you named the macro with an Amiga key, you do not need to press **Macro** to start the macro.

1 Hold down **Amiga**, then type the letter you used to name the macro.

You can use a "-m" switch ("macro =" from the Workbench) to automatically start a macro when you start WordPerfect (see the Installation section).

Stopping a macro

You can press **Cancel** (F1) to stop a macro while it is running.

Repeating a macro

You can use **Esc** to repeat a macro a specific number of times. For example, to repeat a macro five times,

1 Press **Esc** and enter **5** to set the Esc feature for 5 times.

2 Press **Macro** (Alt-F10) to start the macro.

3 Enter the name of the macro.

You can also create a macro that will automatically repeat or *loop* (see Macro Chaining below).

Visible macros

Whenever you start a macro, WordPerfect races quickly through the keystrokes, but displays nothing on your screen until the macro is finished. The macro is *invisible*.

Using the mouse:

*Highlight **Macros** on the Special menu, then choose **Invoke**.*

*Highlight **Macros** on the Special menu, then choose **Invoke**.*

If you want text, menus. and prompts displayed on your screen while a macro is running (a *visible* macro), you can enter a delay value when defining the macro.

Using the mouse:

1 Press **Macro Define** (Ctrl-F10) to begin defining the macro.

*Highlight **Macros** on the Special menu, then choose **Define**.*

2 Enter a macro name.

3 Hold down **Ctrl** and press **Esc** to pause defining for a delay value. A requester appears, prompting you to enter a delay value.

4 Enter a delay value from 1 to 65535 to start visibility.

When you finish recording the keystrokes for the macro,

5 Press **Macro Define** to end defining the macro.

*Highlight **Macros** on the Special menu, then choose **Define**.*

The delay value number represents the delay between keystrokes in fiftieths of a second (50 = 1 second) and controls the speed at which the macro is displayed on the screen. You can enter a delay value at any time and as many times as you wish while defining the macro.

When you want to make a macro invisible again,

1 Hold down **Ctrl** and press **Esc** to pause defining for a delay value.

2 Enter **0** to make the macro invisible again.

If you want the macro to run at full speed but still want text, menus, and prompts visible, enter a delay value of one (**1**).

Text from the keyboard

While defining a macro, you can insert a pause that will let you enter text from the keyboard while the macro is running.

To place a pause in the macro you are defining,

1 Hold down **Shift** and press **Esc** to start the pause. The screen flashes. (Type any text you want from the keyboard at this point, however, it will not be recorded as part of the macro.)

2 Press **Return** to continue defining the macro.

When the macro is running, the screen flashes and WordPerfect pauses for an entry from the keyboard.

1 Enter the text from the keyboard, or press the appropriate keys.

2 Press **Return** to continue running the macro.

Inserting a pause makes the macro *visible* (see Visible macros above for details).

Macro chaining

WordPerfect lets you chain two or more macros together. When one macro is done, the next automatically starts.

There are three basic types of *chains*:

- Simple.
- Repeating.
- Conditional.

Each type of chain is described below. However, to better understand chaining macros, work through Lessons 17-20.

Simple chains

A simple chain lets you link macros together so they are completed one after another. For example, to chain Macro A to Macro B,

1 Press **Macro Define** (Ctrl-F10) to begin defining Macro A.

Using the mouse:

*Highlight **Macros** on the Special menu, then choose **Define**.*

2 Enter **a** for the macro name.

3 Perform the keystrokes or mouse commands for Macro A.

4 Press **Macro** (Alt-F10) to start Macro B.

5 Enter **b** for the macro name.

WordPerfect does not start Macro B at this point; it starts Macro B only when you actually run Macro A.

6 Press **Macro Define** to end defining Macro A. Define Macro B at this point, if it is not already defined.

When you start Macro A, WordPerfect runs through all the keystrokes in the macro before starting Macro B.

If you are using a macro that includes a search, the macro automatically ends when the search string is "Not Found." The Replace feature does not end a macro and can be used several times in the same macro.

You can expand a simple chain to include several macros by continuing to start one macro while recording another. This takes some careful planning to make sure the macros are chained in the correct order. Start Macro B while recording Macro A, start Macro C while recording Macro B, etc.

Repeating chains

When a search is part of the macro, you can chain the macro to itself. This is called a repeating chain.

1 Press **Macro Define** (Ctrl-F10) to begin defining Macro A.

2 Enter **a** for the macro name.

3 Perform the keystrokes or mouse commands for Macro A.

4 Press **Macro** (Alt-F10) to start Macro A.

Using the mouse:

*Highlight **Macros** on the Special menu, then choose **Invoke**.*

*Highlight **Macros** on the Special menu, then choose **Define**.*

*Highlight **Macros** on the Special menu, then choose **Define**.*

*Highlight **Macros** on the Special menu, then choose **Invoke**.*

5 Enter **a** for the macro name.

6 Press **Macro Define** (Ctrl-F10) to end defining Macro A.

Using the mouse:
*Highlight **Macros** on the Special menu, then choose **Define**.*

The macro is repeated over and over again until the search results in a "Not Found."

In addition to using a repeating chain, you can also use **Esc** to perform a macro a specific number of times.

1 Press **Esc** to display the Repeat requester.

2 Enter any large number.

3 Press **Macro** (Alt-F10) to start the macro.

*Highlight **Macros** on the Special menu, then choose **Invoke**.*

4 Enter the macro name.

Conditional chains

Use a conditional chain when you want a macro to *make a decision*. This is done by starting two other macros while defining a *Search* macro.

After pressing **Macro Define** (Ctrl-F10) (or choosing **Define** on the Macros pop-out menu), and entering a name for the *Search* macro,

1 Start a *Not Found* macro. This is the macro that will be started when the Search macro returns a "Not Found."

2 Enter the keystrokes for the *Search* macro (include a search).

3 Start a *Found* macro. This is the macro that will be started each time the *Search* macro finds what it is looking for.

4 End the *Search* macro.

When you start the *Search* macro, it will chain to either the *Found* or the *Not Found* macro, depending on the success or failure of the search. If the search succeeds, then the *Found* macro is started; if the search fails, then the *Not Found* macro is started.

You can also create a conditional chain that repeats itself until the search results in a "Not Found," then chains to another macro.

Using the mouse:

1 Press **Macro Define** (Ctrl-F10).

*Highlight **Macros** on the Special menu, then choose **Define**.*

2 Enter a name for the Search macro.

3 Start a *Not Found* macro.

4 Enter the keystrokes for the *Search* macro (include a search).

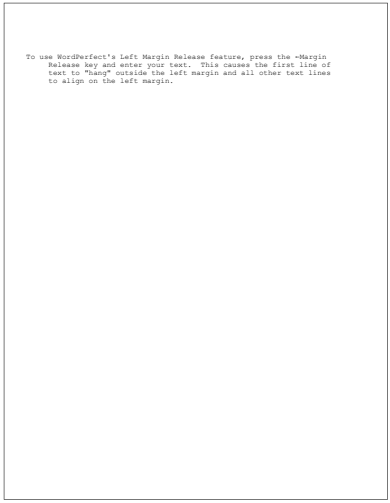
5 Start the *Search* macro.

6 End the *Search* macro.

You can chain other macros to the *Found* and *Not Found* macros to expand the conditional chain.

⧫Margin Release [⧫Mar Rel:]

The ⧫Margin Release feature moves the cursor one tab stop to the left each time you select it—even beyond the left margin. Each time you press **⧫Margin Release**, a code is inserted into your document.


To use WordPerfect's Left Margin Release feature, press the ⧫Margin Release key and enter your text. This causes the first line of text to "hang" outside the left margin and all other text lines to align on the left margin.

1 Press **⧫Margin Release** (Shift-Tab) to move the cursor one tab stop to the left.

When the cursor reaches the tab stop farthest to the left, **⧫Margin Release** no longer works.

*Pressing **⧫Margin Release** in the middle of a text line may cause some text to disappear from the document window.*

Using the mouse:

*Choose **Margin Release** on the Format menu.*

If you want to create a *hanging paragraph* (the first line begins at the left margin while the remaining lines are indented),

1 Press **Indent** (F4) to begin the indent.

2 Press **Margin Release** (Shift-Tab) to move the first line of the paragraph one tab stop to the left.

3 Type the text of the paragraph.

4 Press **Return** to end the indent.

Using the mouse:

*Choose **Left Indent** on the Format menu.*

*Choose **Margin Release** on the Format menu.*

Margins [Margin Set:,]

The Line Format feature lets you set new left and right margins. Margins may be set to any value between 0 and 250.

1 Press **Line Format** (Shift-F8) and select Margins (3). The current margins are displayed.

2 Enter the new left margin.

3 Enter the new right margin.

From that point forward in your document the margins are changed to the new settings.

If your cursor is not at the left margin when you set margins, a Hard Return [HRt] is inserted before the setting.

You should adjust the margins when using different pitch and fonts. For example, when using 10 pitch, you should set the margins at 10 and 74 for 1-inch margins; for 12 pitch, set the margins to 12 and 89. You may also need to change the tab settings when you change margins.

Using the mouse:

*Highlight **Line** on the Format menu, then choose **Margins**.*

Mark Text [Mark:,][EndMark:,]

The Mark Text key helps you to

- Create Outlines by automatically inserting paragraph numbers [Par#].
- Insert Paragraph Numbers [Par#].
- Mark text for Redlining (text being considered for addition to the document) [RedLn][r].
- Remove Redline markings and Strikeout text.
- Mark words for an Index [Index:heading;subheading].
- Define the style for the Lists, Table of Contents, Paragraph Numbering, and Index features [DefMark:,] or [Par#Def].
- Generate a Table of Contents, Lists, and/or an Index.

Block

When used with the Block key, the Mark Text key lets you mark existing text for

- Table of Contents [Mark:ToC,][EndMark:ToC,].
- Lists [Mark:List,][EndMark:List,].
- Redlining (text being considered for addition to the document) [RedLn][r].
- Strikeout (text being considered for deletion from the document) [StrkOut][s].
- Index [Index:heading;subheading].

Detailed information for each of the Mark Text features is available in this section.

Math [Math On][Math Off][Math Def]

The Math feature lets you perform several kinds of math calculations in a document. Both numbers and text can be typed into columns which correspond to the tab stops defined using the Tab feature. You can use the Math feature in all or part of the document.

The Math feature is initially set for calculating subtotals, totals, and grand totals *down* the tab columns. The instructions below are a guide to creating a Math document which uses these calculations. Much of the information also applies to creating formulas that are calculated *across* columns (see Math Formulas below for details).

Whenever you edit a math document, select the Calculate option to update your totals.

To use the Math feature,

1 Set the tabs for each column (Line Format).

2 Define the columns.

3 Turn Math on.

4 Calculate the numbers.

5 Turn Math off.

Set the tabs

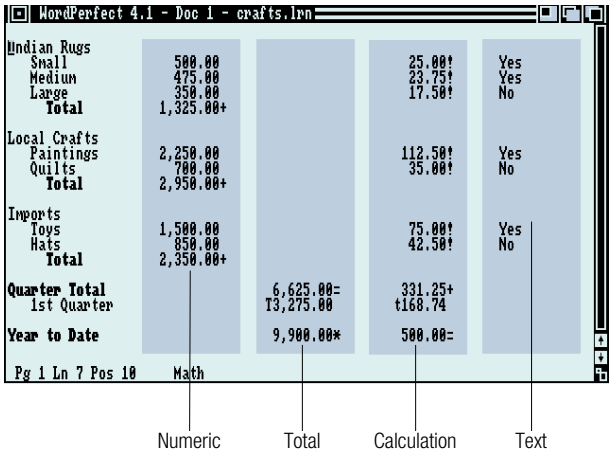
The columns in the math document are located at the tab stops. Column A begins at the first tab stop, column B begins at the second tab stop, etc. The first step in preparing your math document is to set the tab stops—one for each column in the document. You can adjust the space between the columns by resetting the tab stops.

If the numbers in one column overlap into the next column, the calculations will not be correct. Reset the tabs to make more room.

The left margin is not counted as a column, but can be used for labeling rows in the math document (see Lesson 28).

Define the columns

Once you have set the tab stops for the columns, you are ready to define the columns. You can select from four types of column definitions. Each type is used for a different purpose.



When you want to do subtotals, totals, and grand totals, select a *numeric* column.

When you want to include descriptions, labels, etc., select a *text* column.

Total columns are a special type of numeric column. They are used to display totals from the column to the left, and are especially useful to accountants.

(See Math Formulas below for information on using *calculation* columns.)

When you are ready to define the columns:

1 Press **Math/Columns** (Alt-F7) and select Math Def (2) to display the Math Definition menu.

A requester appears with a columns table and information about the available options. There are 24 columns available (A-X). The initial setting for each column is numeric. Calculated numbers are displayed with 2 digits after the decimal point and in parentheses if the number is negative.

When you want to change a setting,

1 Move to the setting with the arrow keys.

If you want to change the setting in the "# of digits to the right" row, just type the new setting. If you want to change a setting in either the Type or Negatives rows, then

2 Press **Return**, and a menu appears.

3 Select an option on the menu.

When you want to exit the Math Definition menu,

4 Press **Exit** (F7) to exit the Math Definition menu and return to the Math/Columns menu.

Turn Math on

Once you have set the tabs and defined the columns, you are ready to turn the Math feature on. If you have just finished defining the columns, you are returned to the Math/Columns menu.

1 Select Math On (1) to turn Math on.

Using the mouse:

*Highlight **Math** on the Special menu, then choose **Define**.*

Click on any setting in the table.

Click on the setting a second time.

Choose an option on the menu.

*Click on **Accept**.*

*Highlight **Math** on the Special menu, then choose **On/Off**.*

This inserts a [Math On] code into your document. Whenever your cursor moves past the code, the message "Math" appears at the bottom of the document window. The "Math" message must be displayed before creating, editing, or calculating a math document.

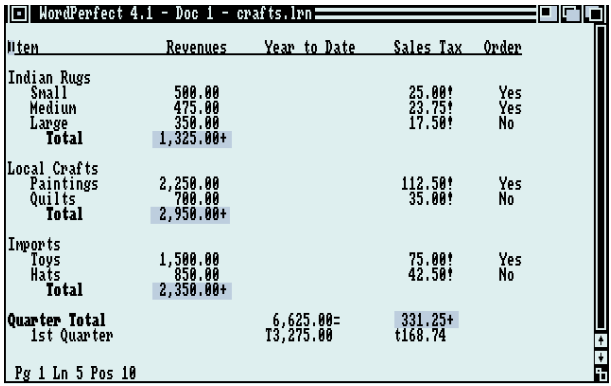
Entering numbers and operators

Numbers can be entered in any column, but are not calculated when entered in a text column. They can be positive or negative. If you want to indicate a negative number, use a negative sign (–) or enclose the numbers in parentheses. For example,

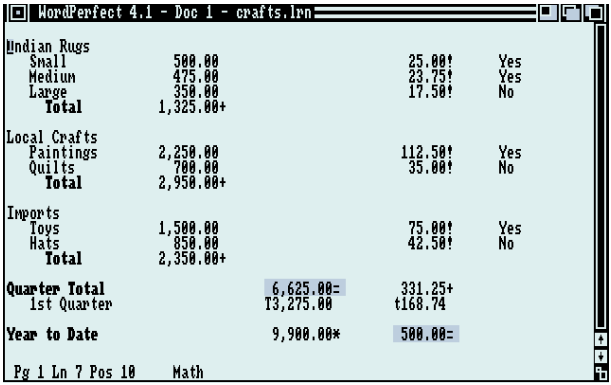
–3.45	negative sign
(3.45)	parentheses

The numbers you enter in a numeric column are totaled by using *operators*. An operator is a symbol that tells WordPerfect how you want the numbers calculated. The calculated answer is called a *result*.

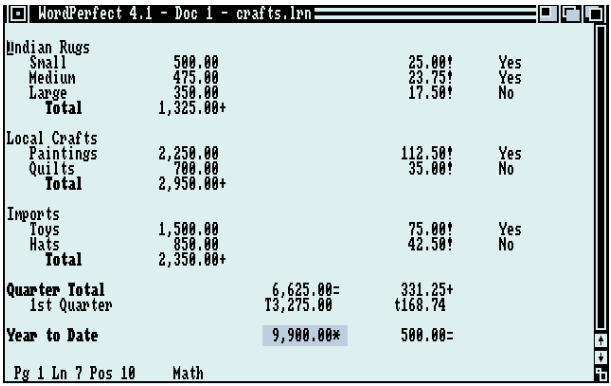
When you type a "**+**" operator, the numbers directly above the operator are added. The result is a *subtotal*.



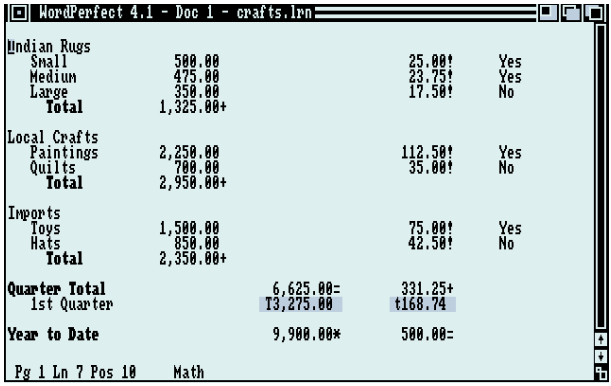
When you type an "**=**" operator, the subtotals above the operator are added. This result is a *total*.



When you type an "*****" operator, the totals above the operator are added. This is called a *grand total*.



Two additional operators let you insert extra subtotals and totals into a column. Type **t** in front of a subtotal and **T** in front of a total.



For the operators to work correctly, they should be entered in the following order:

+	Subtotal
t	Extra subtotal
=	Total
T	Extra total
*	Grand total

Both operators and results appear on the screen, but the operators are not printed.

Calculate

When you finish creating a math document, you are ready to calculate and see the results.

1 Press **Math/Columns** (Alt-F7) and select Math Calc (2) to calculate the math document.

Using the mouse:

*Highlight **Math** on the Special menu, then choose **Calculate**.*

If your numbers overlap into another column, calculations will not be accurate. Reset your tabs to allow more space.

You can choose how you want WordPerfect to display negative results by typing **(** for parentheses or **–** for the minus sign in the Math Definition requester.

You can also choose how many digits (up to 4) you want WordPerfect to display to the right of the alignment character by entering a number from 0 to 4 in the Math Definition requester.

Using the mouse:

Click on a Negative setting in the Math Definition requester and choose ***(*** *or* ***–****.*

Turn Math off

After WordPerfect finishes calculating, you can end the math document by turning the Math feature off.

1 Press **Math/Columns** (Alt-F7) and select Math Off (1) to turn Math off.

Highlight ***Math*** *on the Special menu, then choose* ***On/Off****.*

This puts a [Math Off] code in your document. The [Math On] and [Math Off] codes define the limits of the math document. Whenever your cursor moves past the [Math Off] code, the "Math" message disappears from the window.

Anytime you want to calculate or edit your math document, the "Math" message needs to be displayed.

If you have set formats (tabs, margins, etc.) for the math document, remember to reset them after turning Math off.

Math formulas

When you want to do more than just total numbers, you can define up to four Calculation columns in your math document and create one formula per column. WordPerfect calculates formulas across the columns.

As you move into a Calculation column, an "!" appears. This is an operator inserted by WordPerfect indicating that the formula for the column will be calculated for the current line. Delete the "!" operator if you do not want WordPerfect to calculate the formula for that line.

Defining a calculation column

Using the mouse:
Click on the Type number.

Calculation columns in a math document are designed to calculate a math formula. You enter the formula while defining the column. When you are in the Math Definition requester, use the arrow keys to move to the *Type* number under the column you want defined for a formula, then

*Click on the Type number; then choose **Calculation**.*

1 Press **Return**, then select Calculation (1) to define the column. The cursor moves to the first Calculation Formulas box. The column letter is automatically displayed to the left of the box.

2 Enter the formula you want calculated for the column.

Up to four formulas can be entered (one per column). Instructions for creating a formula are given below.

*Click on the setting twice, then choose **Calculation**.*

Whenever you want to edit a formula while in the Math Definition requester, move the cursor to the Type number under the correct column and press **Return**, then select Calculation on the menu that appears. Edit the formula and press **Return**.

Creating a formula

There are four operators you can use to create a formula:

+	Add
–	Subtract
*****	Multiply
/	Divide

You can enter numbers or columns into a formula. Indicate a column by typing the column letter.

Formula	**Result**
2*3.5–1	6.00
2*3–A	6.00 - *the number in column A*

In the second example, only the number from column A, on the same line as the formula, is used for the calculation.

When you want to indicate a negative number in a formula, use a minus sign.

Formula	Result
–2*3.5–1	(8.00)
–2*3–A	(6.00) - *the number in column A*

Special formulas

There are four special formulas you can use while defining a calculation column:

+	Add numbers in the numeric columns
+/	Average numbers in the numeric columns
=	Add numbers in the total columns
=/	Average numbers in the total columns

These formulas cannot be combined or used with other operators and values.

Calculation order

In general, formulas are calculated from left to right. However, certain operators are calculated first, others second, and still others third:

%	First
*****,/	Second
+,–	Third

When operators of equal status appear in the same formula, they are calculated from left to right.

Formula	Result
2*3–1/2	5.5
2–3*1/2	.50
2+3–1/2	4.5

If you want to change the order of calculation, use parentheses.

Formula	**Result**
2*(3–1)/2	2.00

The operator(s) in parentheses are calculated first. You cannot nest parentheses—e.g., 2*((A–1)/2)+B.

Merge

Merge is sometimes referred to as *mail-merge* because it is commonly used to mass-produce *personalized* form letters and mailing labels.

The Merge feature in WordPerfect can be used for this purpose and much more. Contracts, boilerplates, phone lists, and memos are just a few of the documents that WordPerfect helps people create every day.

Every merge must start with a *primary file*. This is the main form which contains text and codes that direct the merge. A primary file can merge with information from either a *secondary file* (such as an address list), text from the keyboard, other user files, or any combination of the above.

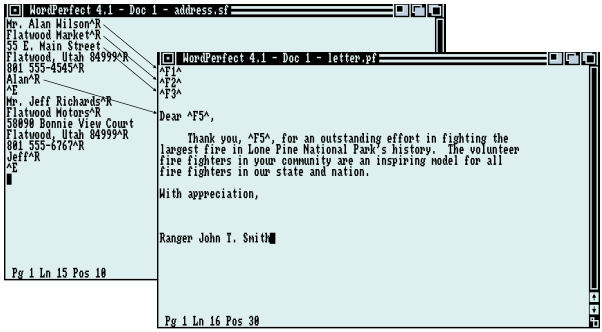
Primary files

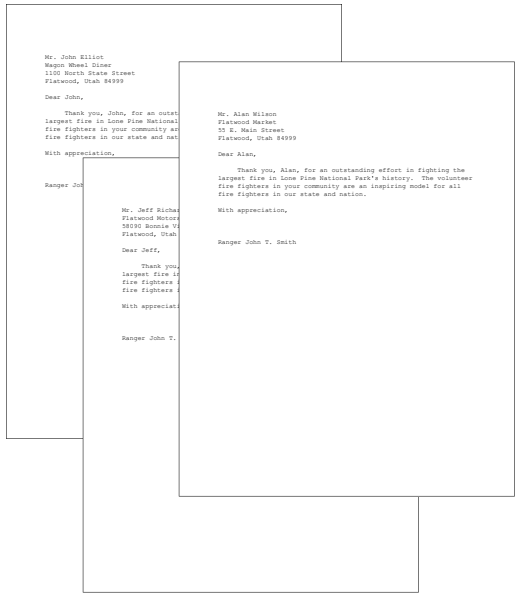
Every merge requires a *primary file*. This file is the form into which other information is merged (inserted): a name here, an address there, a date some place else, and even a selected paragraph included in the middle. Text may come from *secondary merge files*, the keyboard, or text files.

A primary file contains text and merge commands. The text and format can be whatever you want, while merge commands must be chosen and inserted with care. WordPerfect gives you 13 different merge commands to automate your most demanding applications. A glossary of the merge commands is included at the end of this section.

Secondary files

Sometimes called an *address* file, the secondary merge file may contain many *records*. The number of records in a secondary file is limited only by disk space, and each record can contain as much information as you like. Records are separated by an End of Record merge code (^E).





The information in each record is divided into *fields*. One field may contain a name, another a company name, and another an address. It is these fields that are merged into a primary file. During a merge, only those fields that have been requested are merged into the primary file. Fields are numbered from top to bottom within each record and are separated by an End of Field merge code (^R).

While there is no limit to the number of fields allowed in a record, each field must contain the same category of information, or remain empty. Therefore, if field 3 of one record contains a phone number, then field 3 of every other record in that file must contain a phone number—or nothing at all.

You do not have to keep the same number of lines or words within each field. For example, you might have two address lines in field 2 of one record, and five address lines in field 2 of another record.

Since secondary files can grow to include many thousands of records, we recommend that you consider the categories and methods for breaking that information down into fields. For example, if the city, state, and zipcode are in the same field, it is impossible to merge anything but the whole field (city, state, and zipcode) into a primary file. This problem is remedied by breaking the information down into smaller categories, i.e., the city in one field, the state and zipcode in another.

If you are merging with a large secondary file, the merge will stop if you run out of editing space. Some solutions to this problem are

- Break the secondary file into two or more smaller files.
- Merge to the printer (see Lesson 24).
- Install a hard disk.

The keyboard

A primary or secondary file can merge with the keyboard. The merge pauses at a preselected place (wherever you have inserted a From Keyboard merge code — ^C), letting you type whatever you please. Lesson 22 in the Learning section is a good example of merging with the keyboard.

Files

A primary file can merge with other files. These files are often short paragraphs and can be chosen and inserted into preselected places in the primary file. This idea is covered in Lesson 26.

Combining macros and merges

You can start a merge with a macro so you don't have to repeatedly enter the names of primary and secondary files—just the name of the macro.

You can also automatically start a macro when the merge ends which in turn starts a merge which in turn starts a macro, and so on and so on. These two features are covered in Lesson 23.

These features fully automate the merge process, from starting the merge to printing the merged document.

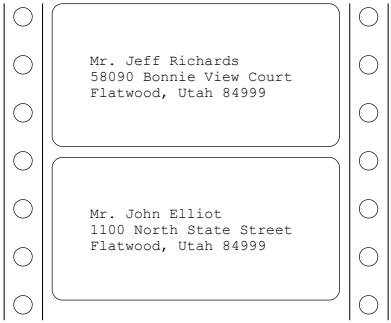
Mailing labels and envelopes

The Merge feature provides a perfect way to address mailing labels and envelopes by separating the names and addresses from the rest of the fields in a secondary file. These names and addresses are merged into a new file, and this file can be formatted for labels or envelopes.

Set up the primary file to retrieve the names and addresses from the secondary file (i.e., ^F1^, ^F2^). Run the merge and save the new file under a different filename. This gives you a file that can be formatted to print almost any continuous label format up to five labels wide.

You can use the following examples as a guide to set the format for your labels or envelopes.

Single-width labels
The example and settings below show the format for 2" x 4" labels:



This feature works with continuous form labels only. It will not work with hand-fed forms.

Margins = 5 left and 35 right

Page length
Form length = 12 lines
# of Text Lines = 9 (6 1pi)

The page length is determined by measuring from the top of one label to the top of the next.

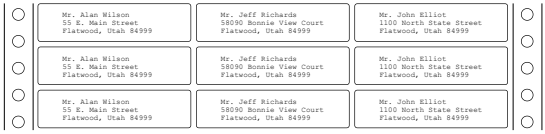
Top Margin = 6 half-lines

When you set a top margin, the printer advances each label by that many lines before printing.

Feed the labels into the printer so that the top of the first label is even with the print head.

Multiple-width labels

The example and settings below show the format for an 8½" x 11" sheet of 3-width labels.



Margins = 3 left and 85 right

To calculate the right margin, measure from the left of the left-most label to the right of the right-most label and multiply by pitch, i.e., 8½" x 10 = 85.

Page length
Form Length = 6 lines
# of Text Lines = 6 (6 lpi)

Top Margin = 0 (half lines)

Define columns as

- Evenly spaced.
- 3 spaces between columns.
- Newspaper-Style.
- 3 columns.

Then turn Columns on.

Roll the first label to the line and position where you want to begin printing.

Envelopes

The settings below show the format for hand-feeding a legal-sized envelope (9" x 4").

Margins = 40 left and 80 right

Top Margin = 0 (half lines)

Roll the envelope to the line where you want to begin printing. Some printers have envelope feeders that use the same format as labels.

Merge to the printer

When a large number of letters must be merged and printed, and you either don't have time to sit and watch or there is not enough memory and disk space for the resulting file of merged documents, you should merge to the printer. Many large companies do large merges and printings (as many as 25 thousand) at night, using high-speed printers.

This feature requires the following three merge commands:

To Printer (^T)
Tells WordPerfect to send all text merged to that point to the printer.

Next Record (^N)
Tells WordPerfect to get the next record from the secondary file.

Open Primary (^P)
Two of these codes surround a filename (^P*filename*^P) to tell WordPerfect to start over using the primary file named between the ^P's (if no filename is entered, the merge uses the most recent primary file).

See Lesson 24 for details on merging to the printer.

Forms Fill-in

WordPerfect can help you fill in pre-printed forms. Information from the keyboard, primary files, and secondary files can be used to fill in the form. This Merge feature is for those who have to fill in the same forms over and over again.

The idea is to insert a From Keyboard code (^C) at a position on the screen that corresponds to the correct position on the form and to do this every place you want to enter text. The ^C stops the merge and lets you enter text from the keyboard.

Lone Pine National Property Date November 6, 1984

Name	Type of Cabin	Reservation Date
Terry L. Brown 2354 Squaw Peak Dr. Flatwood, Utah 84999	Executive	December 20 - 27, 1984
	Number of persons 10	Reservation Fee $1000.00
	Payment $250.00	Confirmed Yes

Measure the fill-in area

Measure the maximum area on the pre-printed form that will require fill-in. For example, an invoice whose total dimensions are 9" in width by 8" in length may have a maximum fill-in area of 8" in width by 7" in length.

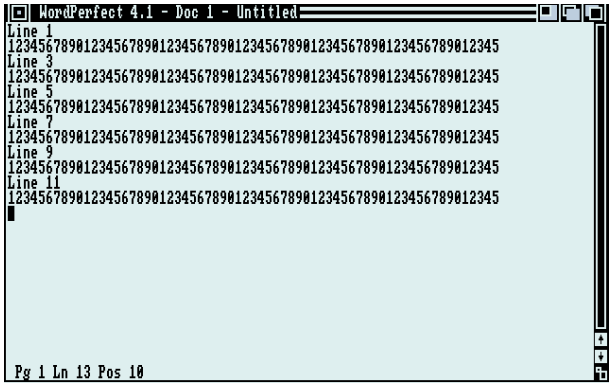
Set the format

Clear your screen and reset your margins. If the maximum fill-in width were 8", then you would need 80 spaces (using 10 pitch) between your margins. Reset lines per inch, if necessary (the default is 6). Reset the page length, if necessary (the default allows for 54 lines of text).

Create a grid

Create a grid similar to the one shown below.

You can save some time if you create one line of the grid, then use the Copy option on the Move menu to fill in the whole page.

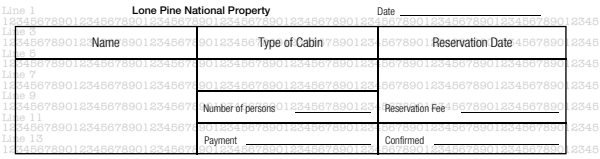


Continue until you have filled the maximum fill-in area.

Print the grid

Print the grid onto your form noting line and position numbers that intersect fill-in points on your pre-printed form.

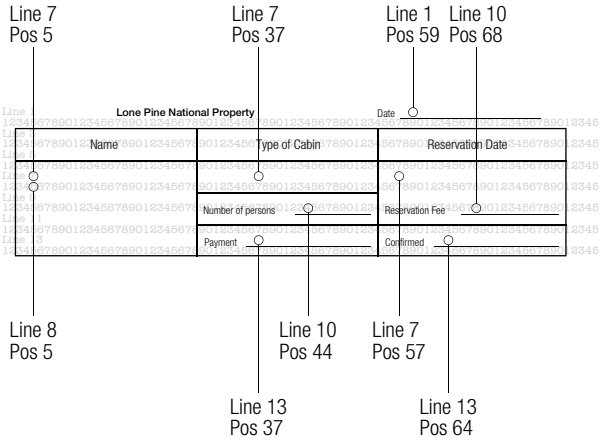
Note the position of the form as you place it in the printer



Set the tab stops

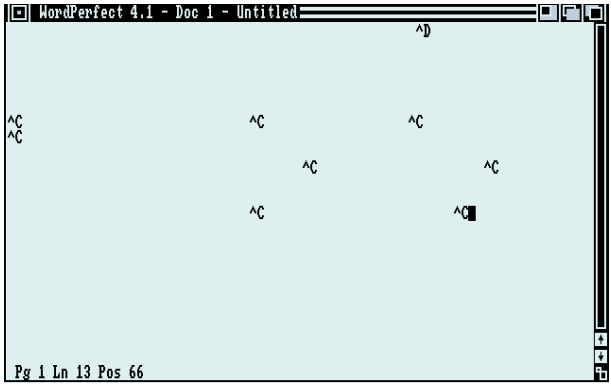
Set the tab stops at every position you want to place a Merge code. You should set tab stops on every line that has an entry.

If you are merging variable amounts of information into the form, you should use the Advance to Line feature. This will bring the information in on the specified line.



Insert the Merge commands

Insert the merge codes into the positions where you have an entry.



Save the primary file

Save the primary file. Do a merge, load your pre-printed form into the printer, then print on the form (use the Full Text print option on the Print menu).

Glossary of Merge codes

The following glossary explains each of the 13 Merge codes.

From Keyboard (^ C)

Temporarily stops the merge allowing for text to be entered from the keyboard. Press **Merge R** (F9) to continue.

If ^C is found in the primary or secondary file, the merge will pause so that you may type in text. When you press ***Merge R****, the merging will continue.*

Date (^D)
Inserts the current date.

End of Record (^E)
Marks the end of a record in a secondary file. You can also press **Merge E** to stop a merge.

Retrieve Field (^F*n*^)
Merges the text from field *n* (where $n = 1, 2, 3$, etc.) into the document being created.

Invoke Macro (^G)
^G*macro name*^G starts the named macro at the end of the merge.

Next Record (^N)
Looks for the next record in the secondary file. If it does not find the next record, it ends the merge.

Open Primary (^P)
^P*filename*^P inserts the named file. If no filename is specified, the current primary file is used.

Stop Merge (^Q)
Stops the merge. It may be placed in a primary or secondary file.

End of Field (^R)
Marks the end of a field in a secondary file.

Open Secondary (^S)
^S*filename*^S changes to the named secondary file.

To Printer (^T)
Sends all text that has been merged to the point of ^T to the printer.

Rewrite Screen (^U)
Updates (rewrites) the screen.

Transfer Codes (^V)
Lets you transfer merge codes into the document being created.

Below are some examples of merge commands that are used correctly.

^P^C^P
The merge pauses so that you may enter the name of a primary file. The primary file text will begin at the position of the first ^P.

^Slist^C^S
The merge pauses so that you may enter the name of a secondary file. In this case, the secondary file name must begin with the letters "list." This is allowed so that you can have secondary files named list1, list2, list3, etc., and you will only need to type one number to change to the correct list.

^G^Cgo^G
The merge pauses so that you may specify a macro. In this example, the name of the macro must end with the letters "go."

Move

The Move feature lets you cut or copy, then retrieve a sentence, paragraph, page, or block of text.

1 Press **Move** (Ctrl-F4) to display the Move menu.

2 Select Sentence (1), Paragraph (2), or Page (3).

WordPerfect defines a sentence as text that ends with a period, question mark, or exclamation mark; a paragraph as text that ends with a [HRt] code (Return key); a page as text that ends with a [HPg] or [SPg] code.

3 Select Cut (1) or Copy (2). Cut removes and saves the text, while Copy saves and leaves the text on your screen.

If you select Cut, the text is cut from your document. If you select Copy, a copy of the text is saved. The text for both Cut and Copy is saved in a temporary file and remains there until you cut or copy again, or exit WordPerfect.

Move the cursor to the place you want to retrieve the text, then

4 Press **Move** and select Retrieve (5) to retrieve the cut or copied text.

You can also use the Cut, Copy, and Paste options on the pull-down Edit menu to perform the same task. Using the mouse,

1 Highlight **Cut** or **Copy** on the Edit menu, then choose **Sentence**, **Paragraph**, or **Page**.

2 Move to the place you want to retrieve the text.

3 Highlight **Paste** on the Edit menu, then choose **Text**.

Using the mouse:

*Choose **Sentence**, **Paragraph**, or **Page**.*

*Choose **Cut** or **Copy** in the requester.*

Block

Move is also used with the Block feature to move the following:

- Column (see Column, Move).
- Block of text (see Cut and Copy).
- Rectangular block of text (see Cut and Copy).

You can also use the Move feature to append a block of text to an existing file (see Append in this section).

New

The New feature lets you open a new window for editing more than one document at the same time.

1 Press **Amiga-F10** twice. A clean document window opens. The number "2" appears in the title bar indicating you are now in the second document.

You can have as many as 32 windows open at one time; however, the number of windows you have open is also limited by the memory of your computer.

Switch

Pressing **Switch** (Shift-F3) displays the Window list. From this list, you can either activate any open window, or you can open a new window.

To activate an already open window,

1 Press **Switch** (Shift-F3) to display the Window List.

2 Highlight the window you want to move to using the arrow keys.

3 Press **Return** to move to the window.

You can use the Move and Switch features to move text from one document to the other.

To open additional windows from the Window List,

1 Press **Switch** (Shift-F3) to display the Window List.

2 Press **Switch** again.

Using the mouse:

*Choose **Switch** on the Project menu.*

Use the Scroll Bar to highlight the correct window, or click on the window.

*Click on **Accept**.*

*Choose **Switch** on the Project menu.*

*Click on **New** at the bottom of the Window List.*

Close a window

When more than one window is open, and you want to close a window, activate that window, then

1 Press **Exit** (F7) to begin exiting the window.

2 Type **y** to save the document (if you want), and follow the usual saving procedure, or type **n** to close the window without saving the document.

3 Type **y** to exit the window.

You are returned to the window that was previously active.

Using the mouse:

*Choose **Exit/Restart** on the Project menu.*

*Click on **Yes** or **No**.*

*Click on **Yes** in the requester.*

New CLI

You can use the New CLI feature to temporarily leave a WordPerfect document, go to a CLI prompt, conduct any CLI activities (including starting another program), then return to the WordPerfect document.

1 Press **New CLI** (Ctrl-F1).

WordPerfect starts up a new copy of AmigaDOS for you. If there is not enough memory for the new copy of DOS, you are returned to your document.

When you want to leave the new copy of DOS and return to WordPerfect,

1 Enter **endcli** at the CLI prompt.

You are returned to the same place you left in WordPerfect.

Any other programs you start while using the extra copy of DOS will run if you have enough room left in memory. If not, you will receive an error message.

Always return to WordPerfect and exit properly before turning off your computer.

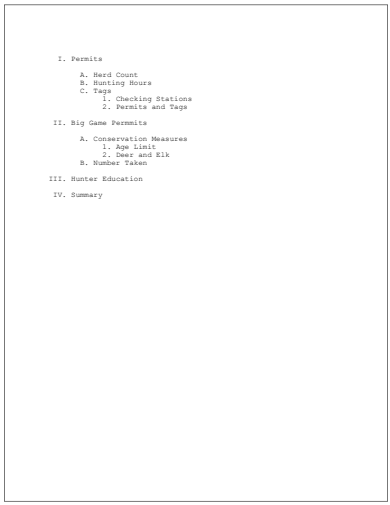
Using the mouse:

*Choose **New CLI** on the Project menu.*

Outline [Par#]

The Outline feature automatically inserts paragraph numbers to create an outline. You can have up to seven levels in the outline. You can edit your outline at any time, and the entire outline is automatically renumbered.

Outline numbers appear on your screen because of a [Par#] code inserted in your document. When you want to delete an outline number, delete the code. (For more information on paragraph numbers, see Paragraph Numbering in this section.)



To use the Outline feature,

1 Move the cursor to the place where you want the outline to begin.

2 Press **Mark Text** (Alt-F5) and select Outline (1). "Outline" appears on the status line.

3 Press **Return** to insert the first paragraph number.

4 Press **→Indent** (F4) to indent the text of the line or paragraph. You can also press the **Space Bar**, then **Tab**, instead of indenting.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Outline**.*

*Choose **Left Indent** on the Format menu.*

5 Type the line or paragraph.

6 Press **Return** to insert the next paragraph number.

7 Press **Tab** until you reach the correct level. If you move too far, you can press **◆Margin Release** (Shift-Tab) to back up to the correct level.

At this point, you can indent, type your next item, then continue. You can add extra lines by pressing **Return** before indenting with **Tab** or **◆Indent**.

When you finish creating the outline,

8 Press **Mark Text** and select Outline (1) to end outlining. "Outline" disappears from the status line.

The paragraph numbers inserted when Outline is on are automatic (they are automatically numbered in order). If you want fixed paragraph numbers, use the Paragraph Number feature (see Paragraph Numbering in this section).

If you want to create another outline in the same document,

1 Press **Mark Text** (Alt-F5) and select Outline (1) to turn Outline on.

2 Press **Mark Text** and select Define (6).

3 Select Paragraph/Outline Numbering (7).

4 Select either Paragraph Numbering (1), Outline Numbering (2), Legal Numbering (3), or Other (4).

If you select the Other option, you will be prompted to create your own numbering style.

Begin creating the new outline, and the numbering will automatically start over again.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Outline**.*

*Highlight **Mark Text** on the Special menu, then choose **Outline**.*

*Highlight **Mark Text** on the Special menu, then choose **Define**.*

*Choose **Paragraph/Outline Numbering**.*

*Choose **Paragraph Numbering**, **Outline Numbering**, **Legal Numbering**, or Other.*

Overstrike [Ovrstk]

The Super/Subscript feature has an Overstrike option which lets you print two characters in the same position. This is useful for combining characters on your keyboard to create foreign characters and chemical symbols.

1 Type the first character.

2 Press **Super/Subscript** (Shift-F1) and select Overstrike (3) to move the cursor back one character.

3 Type the second character on top of the first.

While only the second character appears on your screen, both characters print on each other.

Your computer can display several special symbols and characters on the screen. You can *map* your keyboard to make typing these characters easier (see Special Characters in the Appendix section).

Your printer may be able to print these characters (see your printer manual, Special Characters in the Appendix section, and the Printing Guide).

Using the mouse:

*Choose **Overstrike** on the Style menu.*

Page Format

The Page Format feature contains items that affect the size of the printed page. WordPerfect takes these items into account when ending a page. For example, if you have chosen page numbering and a header, the appropriate number of lines are subtracted from the total number of available text lines.

Using the mouse:

1 Press **Page Format** (Alt-F8) to display the Page Format menu, then select an option.

*Highlight **Page** on the Format menu, then choose an option.*

2 Enter the new information.

If you selected Page Format using the function keys, the Page Format menu remains, allowing you to choose several options before returning to your document.

3 Select Exit (0) to exit the Page Format menu.

The following is a description of each Page Format option.

Page Number Position
Displays a selection of page number locations. Preset for no page numbering. You can also number pages in a header or footer. (See Headers or Footers in the Reference section.)

New Page Number
Renumbers pages by inserting a new page number code, and lets you choose between Roman and Arabic style numbers.

Center Page Top to Bottom
Centers a page from top to bottom at the printer.

Page Length
Changes the page length and number of text lines on the page.

Top Margin
Sets your top margin in half-lines. Preset for 1 inch.

Headers or Footers
Prints the same text at the top or bottom of each page. You can also number pages.

Page Number Column Positions
Defines the column positions for the Page Number Position option. Preset for Left = 10, Center = 42, Right = 74.

Suppress for Current Page Only
Turns off any combination of page formats for the current page.

Conditional End of Page
Keeps a block of text together at all times.

Widow/Orphan Protection
Keeps at least two lines of a paragraph together at the top or bottom of a page.

Detailed information for each of the Page Format options is available in this section.

Page Format, Suppress [Suppress:]

The Suppress Page Format feature lets you turn off any page formatting items for the current page.

1 Move the cursor to the very top of the page.

2 Press **Page Format** (Alt-F8) and select Suppress for Current Page Only (8) to display the Suppress Page Format menu.

3 Enter the numbers for the formats you want turned off.

You can select more than one option, and WordPerfect will link the numbers with plus signs (1+6+7). If you make a mistake and want to remove a number you have selected, press the number again.

4 Select Exit (0) to exit the Page Format menu.

The Suppress Page Format menu also contains an option that lets you have the page number printed at the bottom center position for the current page only.

Using the mouse:

*Highlight **Page** on the Format menu, then choose **Suppress**.*

Choose the option(s) you want turned off.

Choose the option number again.

Page, Hard and Soft [HPg][SPg]

Hard Page

Pressing **Hard Page** (Ctrl-Return) inserts a page break at the cursor.

1 Move the cursor to where you want the new page.

2 Hold down **Ctrl** and press **Return** to insert a Hard Page break. The hard page break is displayed as a line of equal signs (=).

To remove a Hard Page break,

1 Move the cursor to just below the page break line.

2 Press **Backspace** to delete the Hard Page break.

Besides dividing pages, you can also use the Hard Page break to protect a Header/Footer code or lines of text. The Hard Page break is also used to start a new column when creating Newspaper-Style or Parallel Columns.

Soft Page

WordPerfect automatically inserts a page break when the preset number of text lines is reached. The Soft Page break is displayed as a line of dashes (-). If you have headers, footers, footnotes, or page numbering, WordPerfect subtracts the appropriate number of text lines. A Soft Page break may be moved by changing the number of text lines (see Page Length in this section).

Page Length [Pg Lnth:,]

With the Page Length feature, you can set the page length for your documents and the number of single-spaced text lines printed on the page.

The page break in a document window shows you the number of text lines that will be printed (minus headers, footers, etc.)—not the page length.

WordPerfect is preset for letter size (8½ x 11) paper, 66 lines long with 54 lines of text. These settings provide for a 1-inch (6 lines) top and bottom margin. If you want to change the settings,

1 Move the cursor to the top of the page where you want the new settings to begin.

   Make sure the cursor is in front of any codes on that page.

2 Press **Page Format** (Alt-F8) and select Page Length (4) to display the Page Length menu.

3 Select Letter Size paper (1), Legal Size paper (2), or Other (3). If you choose Other, enter the Form Length (at 6 lines per inch), then enter the number of Single-Spaced Text Lines.

4 Select Exit (0) to exit the Page Format menu.

You can change the page length as many times as you want in a document.

When entering the number of text lines for the Other option (3), be sure to leave room for a top and bottom margin. For example, with 8 lines per inch and a 1-inch top and bottom margin, you would set the page length at 66 and the number of text lines at 72 (*9 inches of text x 8 lines per inch*).

Headers, footnotes, and one line of footer text are included in the number of text lines.

Using the mouse:

*Highlight **Page** on the Format menu, then choose **Page Length**.*

*Choose **Letter Size**, **Legal Size**, or **Other**.*

Page Number Column Positions [Pg#Col:,,]

The Page Number Column Positions feature lets you define the column positions for the Page Number Position feature. With it, you can change the preset values of 10 for Left Corner, 42 for Center, and 74 for Right Corner to any positions you want.

Move the cursor to the beginning of the document or page, then

1 Press **Page Format** (Alt-F8) and select Page Number Column Positions (7) to display the Page Number Column Positions menu.

2 Select Set to Initial Settings (1) to use the initial settings, or Set to Specified Settings (2) to use your own settings. If you select the latter, enter the column positions you want for Left Corner, Center, and Right Corner. The positions should always be entered in 10 pitch.

3 Select Exit (0) to exit the Page Format menu.

The new settings must come before you choose the Page Number Position in your document.

Using the mouse:

*Highlight **Page** on the Format menu, then choose **Page # Col Pos**.*

Choose either option.

Page Numbering [Pos Pg#:] [Pg#:]

You can automatically number your pages by using the Page Number Position option on the Page Format menu. If you want to start page numbering with a number other than 1, use the New Page Number option on the Page Format menu (see New Page Number below).

Page Number Position

With the Page Number Position option, you can indicate where a page number will appear when your document is printed.

1 Move the cursor to the beginning of the document or page.

2 Press **Page Format** (Alt-F8) and select Page Number Position (1) to display the Page Number Position menu.

3 Select a page numbering option.

4 Select Exit (0) to exit the Page Format menu.

Using the mouse:

*Highlight **Page** on the Format menu, then choose **Page # Pos**.*

Choose a page numbering option.

There are nine options on the Page Number Position menu:

- No page numbers.
- Top left of every page.
- Top center of every page.
- Top right of every page.
- Top alternating left and right.
- Bottom left of every page.
- Bottom center of every page.
- Bottom right of every page.
- Bottom alternating left and right.

Page numbers are preset to print at position 10 for the left corner, 42 for the center position, and 74 for the right corner. See Page Number Column Positions in this section for details on changing the position numbers.

WordPerfect subtracts two lines from the number of single-spaced text lines—one for the page number and one to separate it from the body of the text. Page numbers do not appear on the screen, but are printed at the selected position.

^B

When you want to include text with the page number, or have the current page number appear anywhere on the page, use ^B (Ctrl-b).

For example, in a header or footer, you can combine page numbers with text, such as "Page ^B."

1 Move the cursor to where you want page numbers in the header or footer text.

2 Hold down **Ctrl** and press **b** to insert a ^B for page numbering.

If you select a page number position *and* ask for page numbering within a footer, you will have two page numbers printed on the page.

Outside of headers and footers, the ^B causes the current page number *only* to be printed. You might use this on the last page of the document—for example, "There are ^B pages in this document."

New Page Number

The New Page Number feature lets you start page numbering with any number on any page. This is especially useful when printing a document that is saved in two or more files.

You can also select Arabic or lowercase Roman style numbering for a preface, forward, table of contents, etc.

Position the cursor at the top of the page you want to renumber, then

1 Press **Page Format** (Alt-F8) and select New Page Number (2) to display the Page Number requester.

2 Enter the new page number.

3 Select Arabic (1) or Roman numerals (2).

4 Select Exit (0) to exit the Page Format menu.

When you change a page number, the new number shows up on the status line, and all the following pages will be listed in the order they appear in the document.

Using the mouse:

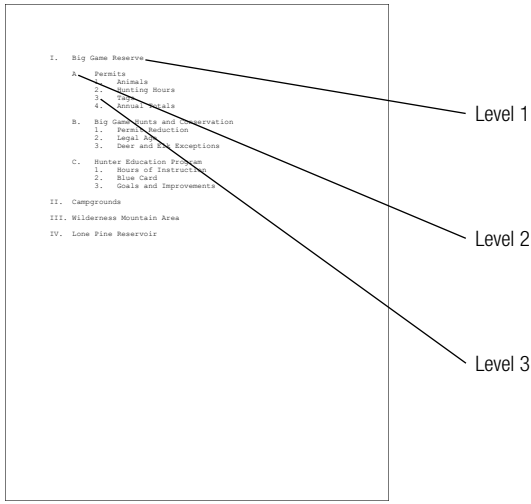
*Highlight **Page** on the Format menu, then choose **New Page #.***

*Choose **Arabic** or **Roman** numerals.*

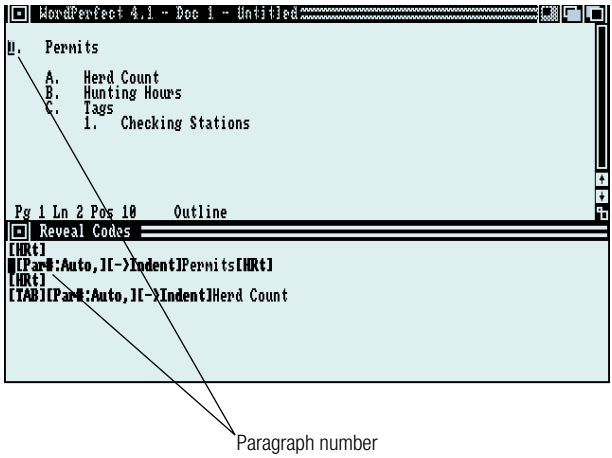
Paragraph/Outline Numbering

You can number your paragraphs or an outline with the Paragraph Number feature. A paragraph number code [Par#:] is inserted into your text and the correct numbering level appears on the screen.

Paragraph numbers can be automatic or fixed. An automatic paragraph number changes to the next level when a tab is inserted in front of it. You can have up to seven levels.



When you move the number to a new tab stop (by pressing **Tab**), the number changes style to reflect the new level. This is because each number is actually a [Par#] code you can see in the Reveal Codes window. When you delete the code, the number disappears.



A fixed paragraph number stays at the same level, even when you insert tabs in front of it. The fixed paragraph number is particularly useful if you want to keep all the paragraph numbering levels at the left margin instead of indenting them on the page.

The Paragraph Number feature lets you insert numbers one at a time. When Outline is on, WordPerfect automatically inserts a number each time you press **Return** (see Outline in this section).

If you use spaces instead of tabs before an automatic paragraph number, the number continues to reflect the previous level until you reach the next tab stop.

If you select the Define option on the Mark Text menu, then select Paragraph/Outline Numbering, you can change your numbering to a different style. Each style uses different characters for each of the seven levels. You can choose from three pre-defined styles,

Paragraph — 1. a. i. (1) (a) (i) 1)

Outline — I. A. 1. a. (1) (a) i)

Legal — 1. 1.1. 2. 2.1., etc.

If you select the Other option, you can create your own style using several available options for numbers and punctuation:

Number styles	Uppercase Roman — I
	Lowercase Roman — i
	Uppercase Letters — A
	Lowercase Letters — a
	Numbers — 1
	Numbers (legal style) — 1.1
Punctuation styles	No punctuation — I
	Period — I.
	Parenthesis — I)
	Parentheses — (I)

Each time you create another outline in the same document, you need to repeat the steps for creating a definition (the numbering style can be the same for each definition). The definition can be created before or after you turn the Outline feature on (see Outline in this section for details).

Using the mouse:

*Highlight **Mark Text** on the Special menu, choose **Define**, then choose **Paragraph/Outline Numbering**.*

Paragraph Numbers

To insert a paragraph number, position the cursor at the beginning of the line or paragraph you want to number, then

1 Press **Mark Text** (Alt-F5) and select Paragraph Number (2) to display the Paragraph Numbering requester.

2 Press **Return** to insert an automatic paragraph number, or enter a level number (1-7) to insert a fixed paragraph number.

Repeat these steps each time you want to insert another number in your document. If you are using paragraph numbers and a paragraph number is inserted or deleted, all paragraphs are renumbered automatically.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Paragraph #**.*

Outline

When you want WordPerfect to insert automatic paragraph numbers for you, use the Outline feature. See Outline in this section for details.

Deleting numbers

Paragraph numbers are codes that display a character in a document window. When you want to delete a paragraph number,

1 Move the cursor to the paragraph number.

2 Press **Del** or **Backspace** to delete the paragraph number code.

The rest of the paragraph numbers are automatically updated as you move the cursor.

Changing styles

WordPerfect is preset to use a common outline style of numbering. When you want to change the style,

1 Move the cursor to the place where you want the style to change.

2 Press **Mark Text** (Alt-F5) and select Define (6) to display the Text Marking Definition menu.

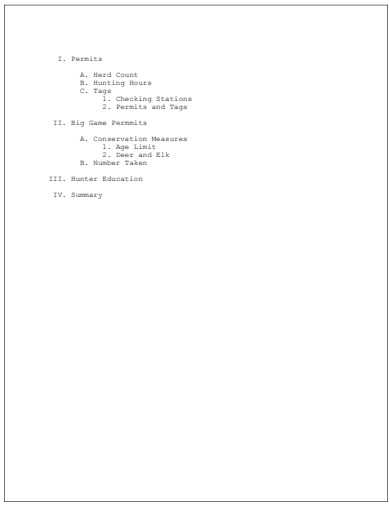
3 Select Paragraph Numbering (7) to display the Paragraph Numbering Definition menu.

You can select from three predefined styles, or select Other (4) and create your own style from another menu.

If you have more than one outline or set of numbered paragraphs in your document, create a new definition for each one to make sure that numbering starts at "1" again.

Aligning numbers

You may want your paragraph numbering, as well as your text, aligned on the page:



Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Define**.*

*Choose **Paragraph Numbering**.*

Choose a numbering style.

Follow these steps to align a paragraph number and indent the text that follows.

1 Press **Tab Align** (Ctrl-F6) to select the Tab Align feature.

2 Press **Mark Text** (Alt-F5) and select Paragraph Number (2) to display the Numbering requester.

3 Press **Return** to insert an automatic paragraph number.

4 Press the **Space Bar** twice for spacing.

5 Type a period (**.**) to end the Tab Align.

6 Press **Backspace** to delete the period.

7 Press **Super/Subscript** (Shift-F1) and select Overstrike (3) to overstrike the second space.

8 Press **Indent** (F4) to indent the text of the paragraph.

Once the text is typed, repeat these steps for the next paragraph number. You may want to create a macro that does this task for you.

Using the mouse:

*Choose **Tab Align** on the Format menu.*

*Highlight **Mark Text** on the Special menu, then choose **Paragraph #**.*

*Choose **Overstrike** on the Style menu.*

*Choose **Left Indent** on the Format menu.*

Pitch

The Pitch feature lets you change the number of characters per inch that are printed. Pitch is not shown on your screen. Some printers do not support pitch changes.

Using the mouse:

1 Move to where you want the new pitch to begin.

2 Press **Print Format** (Ctrl-F8), then select Pitch/Font (1).

*Highlight **Print** on the Format menu, then choose **Pitch/Font**.*

3 Enter the pitch number. A "Proportional" requester appears.

4 Type **y** if you want proportional spacing or **n** if you don't want proportional spacing.

*Click on **Yes** or **No**.*

5 Enter the font number.

When you change the pitch, you may also need to change the font number. Each font is assigned a number from 1 to 8. See Display Printers in this section for more details.

6 Select Exit (0) to exit the Print Format menu.

You should always change the margins when you change the pitch. For example, when using 10 pitch, you should set the margins to 10 and 74 for 1-inch margins; when using 12 pitch, set the margins to 12 and 89. You may also need to change the tab settings when you change margins.

Pitch	Margin Settings
5	5,37
8	8,59
10	10,74
12	12,89
13	13,96
15	15,122
17	17,126
18	18,134
20	20,149
22	22,164

WordPerfect has been preset for 10 pitch. However, multiple pitches on most printers are supported. WordPerfect—not the printer—controls all pitch changes.

You can set the printer for proportional spacing rather than having WordPerfect do it for you. However, your text will not be right justified, and Bold and Underline may not work properly.

Print

There are several ways of printing part or all of a document. You can print text displayed in the document window (a page, a block, selected pages, or a full document), or you can print a document from the disk.

If you print specific pages, one page, or a block of text, and have footnotes on the page or in the block, they will also be printed—even if they take several pages.

Printing in WordPerfect is handled by the Print program supplied with WordPerfect, and is a separate task in the Amiga operating system.

You can also run the Print program outside of WordPerfect (from either the Workbench or the CLI). See Print Program in this section for details.

Using the mouse:

Full Text

This Print feature lets you print the entire document on your screen.

1 Press **Print** (Shift-F7) and select Full Text (1) to send the document to the printer.

*Choose **Full Text** on the Print menu.*

Page

This Print feature lets you print the page on which the cursor is resting.

1 Press **Print** (Shift-F7) and select Page (2) to send the page to the printer.

*Choose **Page** on the Print menu.*

Block

You can print a block of text using the Block and Print features.

1 Highlight the text you want printed using **Block**.

2 Press **Print** (Shift-F7) and type **y** to send the highlighted text to the printer.

3 Press **Block** (Alt-F4) to turn off the Block feature.

Using the mouse:
*Choose **Block** on the Print menu, then click on **Yes**.*

*Choose **Block** on the Edit menu.*

Print a Document

The Print a Document option on the Printer Control menu prints a document filed on your disk.

1 Press **Print** (Shift-F7) and select Printer Control (3) to display the Printer Control menu.

2 Select Print a Document (P), which displays the "Print what file?" requester.

3 Enter the filename of the document you want to print. If the file is not located in the default drive or directory, be sure to include the full path.

*Choose **Control** on the Print menu.*

*Choose **Print a Document**.*

A requester asks if you want to print all pages of the document.

4 Type **y** if you want to print the entire document, or type **n** if you want to print a range of pages.

5 Enter the page number to start printing.

6 Enter the page number to end printing.

7 Using the mouse, click on the Back gadget in the Printer Control window to return to the document window.

*Click on **Yes** or **No**.*

8 Using the mouse, click on the document window title bar to activate the window.

Using the mouse:

Because printing is handled as a separate task in the Amiga operating system, you cannot close the Printer Control window until all printing has been completed. Clicking on the Back gadget puts the Printer Control window behind your document window, so you can continue editing while printing is in progress (see Print Program in this section for details).

List Files Print

The Print option on the List Files menu lets you print any WordPerfect or text file listed.

1 Press **List Files** (F5).

*Choose **List Files** on the Project menu.*

2 Press **Return** to display the default directory, or enter another directory.

*Click on **Accept**.*

3 Move the cursor to the file you want to print and select Print (4).

*Click on the file you want to print, then choose **Print**.*

4 Select Exit (F7) to exit the List Files window.

*Choose **Exit**.*

Print Format

The Print Format feature (Ctrl-F8) is used to send instructions to your printer. When an option is selected, a code is inserted into your document at the cursor position that affects printing from the cursor forward.

A brief description of each option follows. Details for all options are found on other pages in this section.

Pitch/Font

Pitch refers to characters per inch (preset to 10). Font is the Print style (preset to font 1).

Lines per Inch

Choice of 6 or 8 vertical lines per inch. Preset to 6 lpi.

Justification

Adjusts characters and space to print an even right margin. Preset to on.

Underline Style

Non-continuous does not underline tabs or indents. Continuous underlines both tabs and indents. Preset to non-continuous, single.

Sheet Feeder Bin Number

Inserts a sheet of paper from chosen bin. Preset to 1.

Insert Printer Command

Send any command your printer recognizes (see your printer manual and Printer Commands in this section).

Printer Commands [Cmnd:]

These commands are used to control special functions of your printer or typesetter. However, they do not affect the formatting of your document on the screen.

To insert a printer command,

1 Press **Print Format** (Ctrl-F8) and select Insert Printer Command (6) to display the Embedded Printer Command requester.

2 Enter the command to be sent to the printer. These commands can be found in your printer manual.

3 Select Exit (0) to exit the Print Format menu.

Printer commands are not displayed on the screen, but can be seen by pressing **Reveal Codes** (Alt-F3).

Command codes *less than* 32 decimal and *greater than* 126 must be entered in angle brackets. Codes *between* 32 and 126 decimal (printable characters) may be typed or entered as decimal equivalents in angle brackets.

For example, suppose you have a two-color ribbon and your printer manual gives the command for changing to the second color as ESC Q. Enter this as **<27>Q** (27 is the decimal equivalent for ESC). If the command to change back to the first color is ESC w, enter **<27>w**.

Down-loading a font or file

If a large number of codes must be sent to the printer (i.e., down-loading a font), you can create a file of these codes using BASIC or a text editor, and have WordPerfect send the whole file to the printer.

1 Press **Print Format** (Ctrl-F8) and select Insert Printer Command (6) to display the Embedded Printer Command requester.

Using the mouse:

*Highlight **Print** on the Format menu, then choose **Printer Command**.*

*Choose **Reveal Codes** on the Edit menu.*

*Highlight **Print** on the Format menu, then choose **Printer Command**.*

2 Press **Retrieve** (Shift-F10) to retrieve the printer code file.

3 Enter the name of the file.

The contents of this file are not displayed on the screen, but are sent to the printer when the document is printed.

Proportional Spacing

When you select Proportional Spacing, a code is inserted into your document that tells the printer to proportionally space your document.

This means that each character will be spaced according to its width. For example, uppercase letters are wider than lowercase letters, m's are wider than i's, etc.

The change takes effect from the point where you enter the code.

To select proportional spacing,

Using the mouse:

1 Press **Print Format** (Ctrl-F8) and select Pitch/Font (1).

*Highlight **Print** on the Format menu, then choose **Pitch/Font**.*

2 Enter **13** as the pitch, and a "Proportional" requester appears.

While 13 pitch works with many printers, you may need to adjust the pitch by entering 12, 14, etc. Remember to change the margins each time you change the pitch.

4 Type **y** to start proportional spacing.

*Click on **Yes**.*

5 Enter the font number.

WordPerfect has usually defined font 3 as a proportionally spaced font.

6 Press **Return** (0) to exit the Print Format menu.

In Reveal Codes, proportional fonts are marked with an asterisk (*).

WordPerfect uses HMI (Horizontal Motion Index) to control proportional spacing. If your printer does not have an adjustable HMI (most dot matrix printers don't), WordPerfect may be able to use other printer commands to control proportional spacing. You may need to insert the proper printer command into your printer definition with the PRINTDEF program included on the Print disk. More information on the PRINTDEF Program can be found in the Printing Guide.

Print wheels

To discover which fonts have been defined for proportional spacing,

1 Press **Print** (Shift-F7) and select Printer Control (3) to display the Printer Control menu.

2 Select Display Printers and Fonts (2).

The predefined fonts are displayed on the screen. Note the number that corresponds to the proportionally spaced print wheel which you will be using.

3 Press **Exit** (F7) to return to the Printer Control window.

Generally, two types of proportional spacing switches can be set at the printer. One type designates the kind of print wheel to be used, such as metal, plastic, or proportionally spaced. If your printer has this type, set it to proportional spacing. The second type designates pitch: 10, 12, 15, or PS. This switch should be set to 10 pitch, which will enable WordPerfect to control the proportional spacing.

Using the mouse:

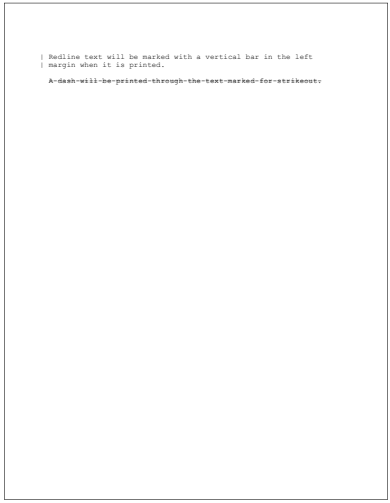
*Choose **Control** on the Print menu.*

*Choose **Display Printers and Fonts**.*

Click on the Close gadget in the Display Printers window.

Redline and Strikeout [RedLn][r][StrkOut][s]

When editing a document, you may want to indicate suggested text, or text for deletion. The Redline feature marks the line(s) of suggested text, while the Strikeout feature marks text for deletion.



Redlined text

The Redline feature can be used to mark suggested text you want added to a document. When the document is printed, a vertical bar appears in the left margin next to each line of redlined text.

To redline text, position the cursor where you want to add the suggested text, then

1 Press **Mark Text** (Alt-F5) and select Redline (3). A "+" is displayed to the right of the Position number on the status line.

2 Type the text you want redlined.

3 Press **Mark Text** and select Redline (3) to end the redlined text. The "+" on the status line disappears.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Redline**.*

*Highlight **Mark Text** on the Special menu, then choose **Redline**.*

You can also redline existing text by using the Block feature.

1 Block the text you want redlined.

2 Press **Mark Text** and select Redline (3) to redline the highlighted text.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Redline**.*

You may use the PRINTDEF program included on the Print diskette to change the redline character. If you have a color printer, you can also send your printer a command to mark the redlined text with another color.

Strikeout text

When editing a document, you may want to indicate portions of text that could possibly be deleted. The Strikeout feature places a dash through each character in the marked text when you print the document.

1 Highlight the text you want marked using **Block**.

2 Press **Mark Text** (Alt-F5) and select Strikeout (4).

*Highlight **Mark Text** on the Special menu, then choose **Strikeout**.*

As you move the cursor through strikeout text, you will see a "–" to the right of the Position number on the status line.

You can use the PRINTDEF program included on the Print diskette to change the strikeout character.

Remove Redline markings and Strikeout text

If you decide to add all the redlined text and remove all the strikeout text, use the Remove option on the Mark Text menu.

1 Press **Mark Text** (Alt-F5) and select Remove (4).

2 Type **y** to remove all redline markings and delete all strikeout text.

*Highlight **Mark Text** on the Special menu, then choose **Remove**.*
*Click on **Yes**.*

Replace

This feature (sometimes called "Global Search and Replace") helps you replace every occurrence of a word, phrase, or WordPerfect code with another word, phrase, or WordPerfect code in a document or block of text.

Replace works only in a forward direction.

Using the mouse:

1 Press **Replace** (Alt-F2), and the "Search and Replace" requester is displayed. Type **y** to confirm each replacement or **n** to have WordPerfect do it automatically.

*Highlight **Replace** on the Search menu, then choose **With Confirm** or **Without Confirm**.*

If you select confirm, the cursor stops at each occurrence and gives you a chance to say *yes* or *no* to the replacement.

2 Type the string of characters and/or codes you want to replace.

3 Press ➧**Search** (F2) to display the "Replace with:" requester.

*Click on **Accept**.*

4 Type the string of replacement characters and/or codes. If you want to *delete* the searched for phrase or code(s), don't type a replacement string.

5 Press ➧**Search** again to begin the search.

*Click on **Accept**.*

If the string of characters or codes is not found, "Not Found" appears at the bottom of the window.

If you want WordPerfect to find a whole word such as **the** (not **the**se, **the**refore, and o**the**r) you must enter spaces before and after the word. Lowercase characters will match both lowercase and UPPERCASE. UPPERCASE will match only UPPERCASE.

Replace in a block

When you want to replace characters and/or codes in a block,

1 Use **Block** to highlight the text that contains the characters and/or codes you want replaced.

2 Press **Replace** (Alt-F2) to select the Replace feature.

Follow the process explained above to enter the search and replace strings.

Using the mouse:

*Choose **Replace** on the Search menu.*

WordPerfect features

Below is a list of all the features you can use in the replacement string:

Advance Up or Down	Math Operators
Center Page	Merge Codes
Columns On/Off	Merge E
Hard Space	Merge R
Hyphen	Overstrike
Hyphenation Cancel	Subscript
Justification On/Off	Superscript
Math On/Off	Widow/Orphan

You can create a macro that will search for and replace any WordPerfect code(s).

After a replacement is completed, press **Goto** (Ctrl-Home) twice to return to your original cursor position.

Retrieve

You can retrieve a document into an empty document window, or into a document window which already has a document in it. Documents are always inserted at the cursor position.

If you see more than one copy of your document in a window while scrolling through the text (or if more than one copy is printed), then you have probably retrieved a second copy of the document while the original was on the screen.

The Retrieve feature can be used to retrieve a document.

Using the mouse:

1 Press **Retrieve** (Shift-F10) to retrieve a file.

*Highlight **Retrieve** on the Project menu, then choose **File**.*

2 Enter the name of the file you want to retrieve.

The List Files feature can also be used to retrieve a document.

1 Press **List Files** (F5), then **Return** to display all the files in the current drive or directory.

*Choose **List Files** on the Project menu, then click on **Accept**.*

2 Move the cursor to the name of the file.

Click on the file.

3 Select Retrieve (Shift-F10) to retrieve the file.

*Choose **Retrieve** on the List Files menu.*

If the message "ERROR: File not found" appears, the filename has been entered incorrectly, the file is on another diskette, or the file does not exist. WordPerfect lets you try again.

When retrieving, you are only displaying a *copy* of a file. The original file remains unchanged on the disk until you *replace* it when you save what is on your screen. If you want to save both the original and the edited document, give the document on your screen a new filename when you save it.

If you change your mind and do not want to retrieve a document, press **Cancel** (F1).

If you attempt to retrieve a locked file, WordPerfect will ask you for the password.

Return [HRt]

Use **Return** to end short lines of text or a paragraph, insert blank lines, or return to the left margin.

You do not need to press **Return** each time you reach the end of a line as you do when using a typewriter. The cursor automatically returns or *wraps* when you reach the right margin.

When WordPerfect wraps a line, a Soft Return code [SRt] is inserted into your text. When you press **Return**, a Hard Return code [HRt] is inserted.

If you do press **Return** instead of letting the text wrap, your text will not reformat properly when changes are made and the Right Justification feature will not work.

You can delete Hard Returns [HRt] with **Backspace** or **Del**.

Whenever you encounter the term "Enter" in the manual, type the bolded text that follows it, then press **Return**. (Instructions sometimes follow the bolded text.)

Reveal Codes

WordPerfect is a *clean screen* program which shows, as closely as possible, how the text will actually look on a piece of paper. There are no control codes or special symbols on the screen to clutter your text.

When you select a WordPerfect feature, a code is inserted into your text. For example, a code is inserted when you change your margins, type a footnote, or select page numbering. These codes determine how your text looks on the screen and/or at the printer.

To see the codes and where they are in the text,

1 Press **Reveal Codes** (Alt-F3) to display the Reveal Codes window.

Using the mouse:

*Choose **Reveal Codes** on the Edit menu.*

The same text is displayed in both windows, but the Reveal Codes window also displays the codes.

Three lines of text above and below the cursor are displayed. You can move through the text and codes with any of the cursor keys, and delete the text and codes with either **Backspace** or **Del** (see Delete Codes in this section for details).

Press any other key to return to the document window.

Click on the Close gadget in the Reveal Codes window.

Rewrite

Whenever you make changes to your text, WordPerfect automatically rewrites the document so that the changes fit into the format of margins, tabs, pitch, etc.

If you frequently use text columns, or are used to using WordPerfect without automatic rewriting, you may want to turn off the Auto Rewrite feature.

To turn off Auto Rewrite,

1 Press **Screen** (Ctrl-F3) to display the Screen menu, then select Auto Rewrite (5).

2 Type **n** to turn off Auto Rewrite.

Automatic rewriting is turned off until you exit WordPerfect.

You can use the Set-up menu to change the initial setting to Auto Rewrite off (see Set-up in the Installation section).

With automatic rewriting off, you can use the Rewrite feature at any time to rewrite the screen.

1 Press **Screen** (Ctrl-F3), then select Rewrite (0).

Using the mouse:

*Highlight **Screen** on the Special menu, then choose **Auto Rewrite**.*

*Click on **No** in the requester.*

*Highlight **Screen** on the Special menu, then choose **Rewrite**.*

Save

When typing, you should periodically save your text. The Save feature lets you store your document on disk without losing your place in the text on the screen.

To save a document,

1 Press **Save** (F10) to select the Save feature.

2 Enter a filename for the document.

If you are editing a document that you retrieved from a disk, the name and directory of the original file will appear in the requester when you select the Save feature.

1 Press **Return** to accept the original filename.

2 Type **y** to replace the original with the edited document.

You can type a new filename when the message "Document to be Saved:" appears. This will preserve the original and save the on-screen document under the new name.

Unless you specify a drive or directory as part of the filename, your document is saved in the default drive or directory.

*When the old filename appears, you may be tempted to type **y** instead of pressing **Return**, or you may press another key by mistake. This creates a new file named "y" or whatever key you pressed. Delete the y and retype the filename.*

When you exit WordPerfect, you will be asked if you want to save your document. This allows you to save and exit without pressing two keys. You may then clear your screen and remain in WordPerfect, or exit to the Workbench (or CLI).

Using the mouse:

*Highlight **Save** on the Project menu, then choose **File**.*

*Click on **Accept**.*

*Click on **Yes** in the requester.*

When you save a document in WordPerfect, two files are created: a document file and an *info* file. The *info* file is used only by the Workbench to display the file's icon. WordPerfect adds ".info" to the end of the filename to distinguish the *info* file from the document file. If you delete the *info* file, you can still retrieve the document file into WordPerfect, but that file will not have an icon in the Workbench. You can set WordPerfect so it does not create an *info* file (see Set-up in the Installation section).

Using the mouse:

Block Save

You may also save a block of text. After highlighting the block,

1 Press **Save** (F10) to save the block.

*Highlight **Save** on the Project menu, then choose **Block**.*

2 Enter a name for the block.

3 Press **Block** (Alt-F4) to turn off the Block feature.

*Choose **Block** on the Edit menu.*

Backup

You can have WordPerfect automatically save your text every so often in a backup file (see Backup in this section for details).

Search

WordPerfect lets you search for text or codes in a forward or reverse direction. A "Not Found" message appears whenever the search string does not exist in the document.

After the search has been completed, you can press **Goto** twice to return to your original cursor position.

See Replace in this section to do a Global Search and Replace.

Using the mouse:

Forward Search

This feature lets you search from the cursor forward.

1 Press ➧**Search** (F2) to display the Forward Search requester.

*Choose **Forward** on the Search menu.*

2 Type the string of characters and/or codes you want to find.

3 Press ➧**Search** again. The search begins and the cursor stops just to the right of the first match found.

*Click on **Accept**.*

Reverse Search

This feature allows you to search from the cursor backward through your document.

1 Press ➧**Search** (Shift-F2) to display the Reverse Search requester.

*Choose **Reverse** on the Search menu.*

2 Type the string of characters and/or codes you want to find.

3 Press ➧**Search** again. The cursor stops just to the right of the first match found.

*Click on **Accept**.*

If you want WordPerfect to find a whole word such as **the** (not **the**se, **the**refore, and o**the**r) you must enter spaces before and after the word. Lowercase characters will match both lowercase and UPPERCASE. UPPERCASE will match only UPPERCASE.

Sheet Feeders [Bin#:]

Information about your sheet feeder is given to WordPerfect when you select printers. (For more information on selecting printers, see the Printing Guide.) If you have more than one bin, you can send part or all of a document to a different bin with the Sheet Feeder Bin Number feature.

Sheet Feeder Bin Number

You can specify a Sheet Feeder Bin Number from 1 to 3 when typing your document.

1 Move the cursor to the very top of your document (or the top of the page you want fed from another bin).

2 Press **Print Format** (Ctrl-F8) and select Sheet Feeder Bin Number (5) to specify the bin number.

3 Enter the bin number.

4 Select Exit (0) to exit the Print Format menu.

When the printer comes to the code for a new bin, paper is fed to the printer from the selected bin.

Using the mouse:

*Highlight **Print** on the Format menu, then choose **Sheet Feeder Bin**.*

1 Move the cursor to the very top of your document (or the top of the page you want fed from another bin).

2 Press **Print Format** (Ctrl-F8) and select Sheet Feeder Bin Number (5) to specify the bin number.

3 Enter the bin number.

4 Select Exit (0) to exit the Print Format menu.

When the printer comes to the code for a new bin, paper is fed to the printer from the selected bin.

Using the mouse:

*Highlight **Print** on the Format menu, then choose **Sheet Feeder Bin**.*

Spacing [Spacing Set:]

WordPerfect is preset for single spacing between lines. To change to another setting (double, triple, etc.),

1 Press **Line Format** (Shift-F8) and select Spacing (4) to display the Set Line Spacing requester.

2 Enter the new spacing number.

*Enter **1.5** for one-and-a-half spacing, **2** for double spacing, **3** for triple spacing, etc. The maximum setting is 15.*

WordPerfect shows the correct spacing on the screen to the nearest whole number. For example, if you set one-and-a-half line spacing, it appears as double spacing on the screen. Check the status line to see which line the cursor is actually resting on.

Spacing may be reset any number of times in a document. Only the text below the spacing change is affected.

Using the mouse:

*Highlight **Line** on the Format menu, then choose **Spacing**.*

Spell

The WordPerfect Speller helps you check the spelling in your document. It proofs the document on your screen by comparing each word in the document with a list of correctly spelled words (a dictionary). It also looks for double words and words with numbers.

You can check a word, page, document, or block of text without leaving your document. You can also look up words phonetically, do a word count, or display all the words that match a pattern.

You can check a block of text by highlighting the text using **Block**, then starting the Speller.

The Speller includes the following features:

- 100,000+ word dictionary.
- On-screen spell-checking.
- Word, page, document, or block of text selection.
- Auto-correct.
- Pattern lookup.
- Phonetic lookup.
- Double occurrence of words checked.
- Add and delete words from the dictionary.
- Word count.

The dictionary (LEX.WP) is made up of a *main* word list and a *common* word list. To speed up proofing, the Speller first looks for the word in the smaller common word list. The main list is checked only if the word is not found in the common word list.

The dictionary also looks for an optional word list named SUP.WP, which is created when you *add words* to the dictionary from WordPerfect. This file can be created and edited in WordPerfect.

The Speller Utility (SPELL) helps you maintain the dictionary. You can add words to or delete words from the dictionary, and even create separate dictionaries to fill specific needs. (See Speller Utility in the Appendix section.)

The files SPELL and LEX.WP should be in the same directory. (Instructions for installing the Speller files are found in the Installation section.)

The dictionary (LEX.WP) comes on the Speller/Thesaurus diskette. Use a copy of this diskette, and save the original as a backup.

Starting the Speller

Before spell-checking a document, use the Save feature to back up your document. A step-by-step introduction to the Speller is found in Lesson 6 of the Learning section.

Two disk drives

If you have two disk drives,

1 Retrieve the document you want to spell-check into the document window (or define the block, if you are spell-checking a block).

Replace the diskette in drive 1 with the Speller/Thesaurus diskette.

2 Press **Spell** (Ctrl-F2) to start the Speller.

If you have not specified a path to the Speller using the Setup menu, a requester may ask you for the location of the dictionary. Enter the full path to the dictionary (LEX.WP), then enter the path to the supplementary dictionary (SUP.WP). Usually, these two files are in the same location.

Do not remove the Speller/Thesaurus or WP diskette from the drive while spell-checking a document.

Hard disk

If you are using a hard disk,

Using the mouse:

*Choose **Spell** on the Special menu.*

1 Retrieve the document you want to spell-check into the document window (or define the block, if you are spell-checking a block).

2 Press **Spell** (Ctrl-F2) to start the Speller.

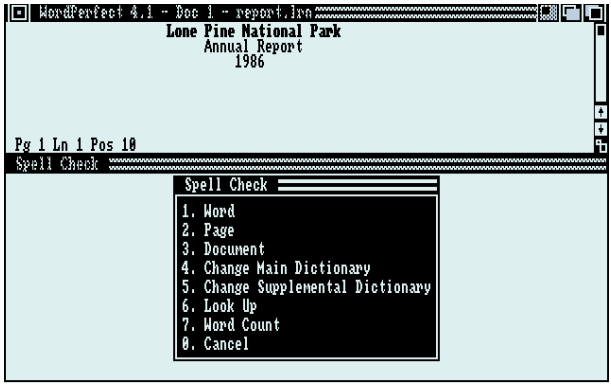
If you have not specified a path to the Speller using the Setup menu, a requester may ask you for the location of the dictionary. Enter the full path to the dictionary (LEX.WP), then enter the path to the supplementary dictionary (SUP.WP). Usually these two files are in the same location.

Using the mouse:

*Press **Spell** on the Special menu.*

Spell-checking

When you start the Speller, the following menu should appear on the screen:



With the Spell Check menu on the screen, you can select Word (1) or Page (2) to check the word or page where the cursor is resting. When you select Document (3), the Speller checks the entire document.

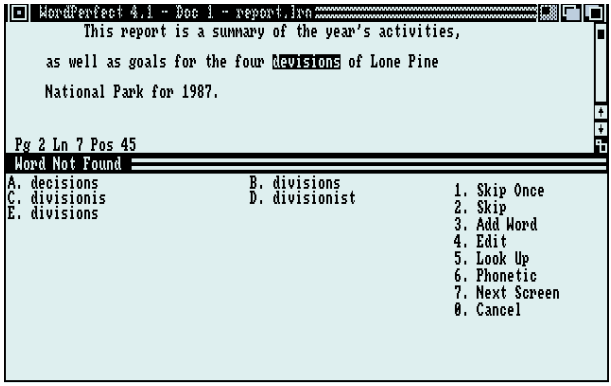
*Choose **Word**, **Page**, or **Document**.*

You should know
A list of facts about the Speller follows:

- While WordPerfect is spell-checking, the message "Please Wait..." appears at the bottom of the document window until the Speller finds a word not found in the dictionary or a double occurrence of a word.
- Press **Cancel** (F1) at any time to stop spell-checking.
- Numbers are not checked by the Speller.
- When the Speller is finished, it will display the number of words checked.
- A temporary area in memory is used to save *skipped* words and to keep a copy of *added* words before they are written to the SUP.WP file. If this area becomes full, *skipped* words will be removed to make room for *added* words. If it becomes full of *added* words, a "Dictionary Full" message appears. To correct this problem, add the words from SUP.WP (or whatever supplementary dictionary you are using) to the main dictionary, and then delete the supplementary dictionary.

Word not found

When the Speller cannot find a word, the word is displayed in reverse video along with a list of possible replacement words. The replacement list includes words that differ by a single letter or by two letters typed out of sequence. More comprehensive lists can be viewed using the Look Up option.



1 Skip Once

Spell-checking continues; the Speller stops at the next occurrence of the word.

2 Skip

Spell-checking continues; the word is ignored for the rest of the document.

3 Add Word

The word is saved in the supplementary dictionary (SUP.WP) and spell-checking continues. You can edit supplementary dictionaries in WordPerfect or add them to the main dictionary using the Speller Utility.

4 Edit
Correct the spelling, then press **Exit** (F7) or **Return** to continue spell-checking. If the word is still not found in the dictionary, it is redisplayed.

An additional way to edit a word is to press ← or → to move into the document, then edit.

5 Look Up
Look up a word that matches a pattern in the main dictionary to find the correct spelling (see Looking up words below).

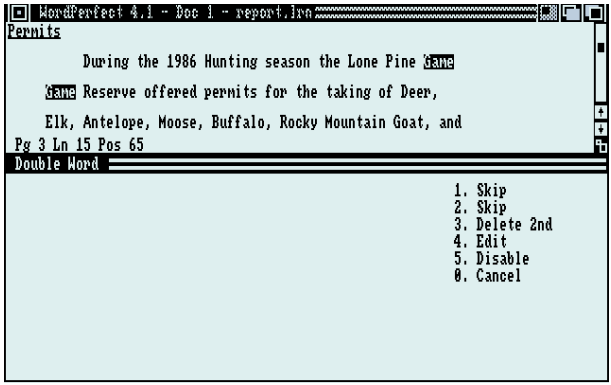
6 Phonetic
WordPerfect looks up all the words in the main dictionary that sound like the word not found. You can replace the word not found with the correct spelling.

7 Next Screen
When the list of replacement words is longer than will fit in the window, select this option to see the next screenful of words.

0 Cancel
Spell-checking is cancelled.

Double word

When the Speller finds a *double word* occurrence, the second word appears on the screen in reverse video along with the following menu:



1,2 Skip
Pressing 1 or 2 causes spell-checking to continue.

3 Delete 2nd
The second occurrence of the word is deleted.

4 Edit
Edit the line however you like.

5 Disable checking
Double occurring words are ignored.

0 Cancel
Spell-checking is cancelled.

Change Dictionary

Before you start spell-checking, you can change to another dictionary by selecting the Change Dictionaries option. You are asked the names of the main and supplementary dictionaries you want to use.

See Speller Utility in the Appendix section for information on creating additional main dictionaries.

You can quickly create a mini-dictionary of your own by typing and saving a list of words in WordPerfect and then entering the name of this file when asked for the supplementary dictionary name.

Looking up words

Using the mouse:

You can look up a word by typing a pattern that matches the word. Single letters are represented with question marks (?) while an asterisk (*) represents zero or more letters in succession.

To look up a word,

1 Press **Spell** (Ctrl-F2) and select Look Up (6). The message "Word Pattern:" appears.

*Choose **Spell** on the Special menu, then choose **Look Up**.*

You can also select Look Up (5) from the Check menu after a misspelled word has been highlighted.

2 Enter a pattern that matches the word you want to find.

For example, entering **re?d** matches "read" and "reed" but not "red." **Bl*ot** matches "blot," "Blackfoot," and "bloodshot." **Bl*fo?t** matches "Blackfoot" only. You can use any combination of question marks and asterisks.

*Looking up words takes much longer when a ? or * is used as the first letter.*

The screen will display a list of all the words matching the pattern.

If you enter a word without a ? or *, WordPerfect will list the words in the dictionary that sound like the word you entered.

Count

This option simply counts the words of the document in the active document window.

Stop Current Job

This option on the Printer Control menu lets you stop the printing before the print job is completed. Reasons for stopping a print job en route might be a paper jam, or the document has incorrect margins, pitch, etc.

Using the mouse:

To stop printing the current job,

1 Press **Print** (Shift-F7) and select Printer Control (3) to display the Printer Control window.

*Choose **Control** on the Print menu.*

2 Select Stop Current Job (S) to stop the printer.

*Choose **Stop Current Job**.*

If you need to start the printing over (be sure the job is on screen or on disk), or you just want to cancel the print job, select Cancel Job(s) (C). This option stops the printing, cancels the print job, and advances the next sheet of paper to the top-of-form where possible.

*Choose **Cancel Job(s)**.*

If your printer has a buffer (a *waiting room* for text to be printed), printing will not stop until the buffer is empty. WordPerfect has no control over text after it has been sent to the printer. Switching off the printer empties the buffer.

Be aware that buffers may contain more than one print job and that once a print job has been completely sent to the printer, WordPerfect deletes it from the Job list. This means that if you switch off the printer with a document in the buffer that is not on your screen or has not been saved, the document is lost.

Make any necessary adjustments, advance the paper to the top of the next page, return to the Printer Control menu if you are not already there, then

3 Select Send Printer a Go (G) to restart printing.

*Choose **Send Printer a Go**.*

Printing is restarted at the top of the document, unless one page of a multi-page document has already been printed. If that is the case, you must enter the page number on which you want printing to start.

For printing purposes, *renumbering* is ignored when a page or pages are specified. The first page is always page one, the second is page two, etc.

4 Using the mouse, click on the Back gadget in the Printer Control window, then click on the document window title bar.

Printing in WordPerfect is handled by the Print program supplied with WordPerfect, and is a separate task in the Amiga operating system. For this reason, you cannot close the Printer Control window until all printing is complete. Clicking on the Back gadget puts the Printer Control window behind your document window, so you can continue editing while printing is in progress.

Super/Subscript [SuprScrpt][SubScrpt]

This feature lets you superscript or subscript one character at a time, or a block of characters all at once.

Using the mouse:

To superscript or subscript a character,

1 Press **Super/Subscript** (Shift-F1), then select Superscript (1) or Subscript (2). An "S" (superscript) or an "s" (subscript) appears on the status line.

*Choose **Superscript** or **Subscript** on the Style menu.*

2 Type any character.

When you want to superscript or subscript a block of text,

1 Block the text you want super/subscripted (printed up or down).

2 Press **Super/Subscript** (Shift-F1), then select Superscript (1) or Subscript (2).

*Choose **Superscript** or **Subscript** on the Style menu.*

A superscript [SuprScrpt] or subscript [SubScrpt] code is placed before each character in the block.

Super/Subscript does not change the way text is displayed on the screen. Use **Reveal Codes** (Alt-F3) to see the codes.

*Choose **Reveal Codes** on the Edit menu.*

A character that is super or subscripted will usually be printed up or down one-third of a line. However, this depends on the type of printer you are using.

You can also use the Advance feature to print a string of characters up or down one-half of a line.

Switch Documents

The Switch feature lets you open a new window, or switch between document windows when more than one window is open at a particular time. You can also use Switch to convert a block of text to all uppercase or lowercase letters.

Open a window

To open a window whether you have one or more windows currently open,

1 Press **Switch** (Shift-F3) to display the Switch requester. This lists all the open document windows by their title bars.

2 Press **Switch** again to open a second document window. The number "2" appears in the title bar indicating you are now in the second document.

You can continue using Switch to open more windows. You can have as many as 32 windows open at one time, as long as your computer has enough memory.

You can also open document windows using the New option on the Project pull-down menu (see New in this section for details).

Switch between windows

If you have more than one document window open, use **Switch** to move between windows. From the Switch requester, you can activate any window and *switch* to that window:

1 Press **Switch** (Shift-F3) to display the Switch requester.

2 Highlight the window you want to switch to using the arrow keys.

3 Press **Return** to move to the window.

Using the mouse:

*Choose **Switch** on the Project menu.*

*Click on **New** in the Switch requester.*

*Choose **Switch** on the Project menu.*

Use the Scroll Bar to highlight the correct window or click on the correct window.

*Click on **Accept**.*

You can retrieve a document into any window, then move between windows using **Switch**. You can use the Move and Switch features to move text from one document to the other.

Using the mouse:

Closing windows

When more than one window is open and you want to close a window, activate that window, then

1 Press **Exit** (F7) to begin exiting the window.

*Choose **Exit/Restart** on the Project menu.*

2 Type **y** to save the document (if you want), and follow the usual saving procedure, or type **n** to close the window without saving the document.

*Click on **Yes** or **No**.*

3 Type **y** to exit the window.

*Click on **Yes** in the requester.*

You are returned to the window that was previously active.

Upper/Lowercase

You can use the Block and Switch features to convert a block of text to all uppercase or lowercase letters.

Highlight the text using **Block**, then

1 Press **Switch** (Shift-F3) to display the Upper/Lowercase menu.

*Highlight **Case Convert** on the Edit menu.*

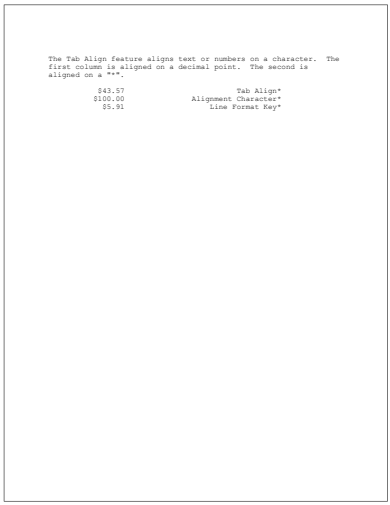
2 Select Uppercase (1) or Lowercase (2) to change the letters to uppercase or lowercase.

*Choose **Uppercase** or **Lowercase** on the Case Conversion pop-out menu.*

To leave the beginning of a sentence capitalized, include the punctuation from the preceding sentence in the block.

Tab Align [A][a][Align Char:]

Use the Tab Align feature to vertically line up text or numbers on any character (such as a decimal point).



Set the Alignment Character

The Alignment Character is the symbol (period, space, etc.) on which the text or numbers you enter are aligned.

1 Press **Line Format** (Shift-F8) and select Align Character (6) to display the Align Character requester.

2 Enter the character you want to use.

The period (decimal) is the default alignment character. You can change the alignment character as often as you want in a document.

Align text

When you press **Tab Align** (Ctrl-F6), the cursor moves to the next tab stop and "Align Char = ." appears on the screen as a reminder. Typed text moves to the left until you type the alignment character, or press **Tab**, **Tab Align**, or **Return**. Text typed after the alignment character is inserted normally.

Using the mouse:

*Highlight **Line** on the Format menu, then choose **Align Char**.*

*Choose **Tab Align** on the Format menu.*

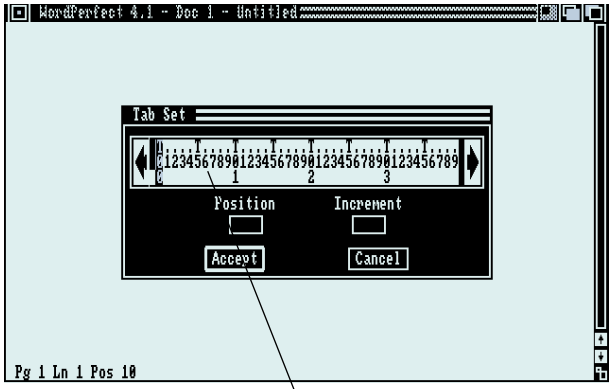
Tab Set [Tab Set:]

Tabs have been preset for every five spaces. To set or clear tabs,

1 Press **Line Format** (Shift-F8) and select Tabs (1) to display the Tab Set requester.

Using the mouse:

*Highlight **Line** on the Format menu, then choose **Tabs**.*



You can now set one or several tab stops (see below). To move through the Tab Ruler, click on the large arrows at either end of it. When you finish,

2 Press **Exit** (F7) to exit the Tab Set requester. There are several ways to set or delete tabs:

*Click on **Accept**.*

Set a tab

Enter the position (column number) and press **Return**, or move the cursor to the desired position and type **t**.

Double-click on the column position where you want the tab.

Set multiple tabs

Enter the column number for the first tab stop, then enter the increment number.

For example, enter **0**, then enter **6**, if you want your tabs to be set every 6 spaces beginning at position 0.

Delete a tab

Move the cursor to the "T" you want to delete, *or* enter the column number and press **Return**, then press **Backspace** or **Del**.

Using the mouse:
Double-click on the "T" you want to delete.

Delete multiple tabs

Press **Delete EOL** (Ctrl-End). All the tabs from the cursor forward are deleted.

Press **Cancel** (F1) to return to your text without setting tabs.

*Click on **Cancel** in the requester.*

You can set tabs as many times as you want in a document. Only the text *following* a tab setting is affected.

Table of Contents [Mark:ToC,][EndMark:ToC,][DefMark:ToC,]

You can have WordPerfect generate a Table of Contents for your document by following three basic steps:

- Mark the text you want included.
- Define the style and location.
- Generate the table of contents.

The table of contents uses text from your document. Once you have created the definition, you can use the same marked text over and over again to generate (create) new tables.

You can insert up to five levels for the table.

Mark the text

The first step is to mark the text you want included. Use **Block** to highlight the text for the table. A [Mark] and [EndMark] code is placed at either end of the text.

To delete markings around a word, you only need to delete either the [Mark] or the [EndMark] code—WordPerfect deletes the other code for you.

When you are ready to mark the text in your document for a table of contents,

1 Use **Block** to highlight the word or phrase you want included. Any codes in the block (Bold, Underline, Center) will be included with the text.

2 Press **Mark Text** (Alt-F5) to display the Mark Text menu, and select Table of Contents (1).

3 Enter the level number for the table (1-5).

Repeat these three steps for each item you want included in the table.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Table of Cont**.*

Define the style

Once the text is marked, you need to define a numbering style for the table. Whenever you define a numbering style, a [DefMark] code is inserted into your text. WordPerfect generates the table at the code. Check the cursor position *before* defining the style to make sure the table is created in the right place.

You have five numbering styles from which to choose:

- No Page Numbers.
- Page Number Follows Entry.
- (Page Number) Follows Entry.
- Flush Right Page Numbers.
- Flush Right Page Numbers with Leaders.

You can select a different numbering style for each level. You can also have the last level *wrapped*. Items in a wrapped level are listed one after the other, and are separated by semicolons.

To define a style,

1 Type a title for the table (if desired).

2 Move the cursor to where you want the table generated.

3 Press **Mark Text** (Alt-F5) and select Define (6) to display the Define Text Markings menu.

4 Select Table of Contents (6) to display the Table of Contents requester.

5 Enter the number of levels (1-5) you want in the table.

6 Type **y** or **n** to wrap the last level or list the entries.

7 Enter a numbering style for each level, or press **Return** for each style to accept the displayed styles.

Using the mouse:

*Highlight **Mark Text** on the Special menu, then choose **Define**.*

*Choose **Table of Contents**.*

*Click on **Yes** or **No**.*

*Click on **Accept**.*

You cannot select a Flush Right style for the last level if you want to have it wrap.

If you want the table of contents generated on a separate page, move the cursor to the left of the definition code (or title) and press **Hard Page** (Ctrl-Return).

Generate

Once you have marked the text and defined the numbering styles, you are ready to have WordPerfect generate your table of contents.

1 Press **Mark Text** (Alt-F5) and select Generate (7) to begin generating.

*Highlight **Mark Text** on the Special menu, then choose **Generate**.*

If your computer does not have enough memory available, you may need to clear any open document windows so that the table can be generated.

If you have not deleted the old text from any previous table, WordPerfect stops at each one before generating, highlights the text, and displays the "Previous Deleted?" requester.

2 Type **y** or **n** to indicate whether you want the text deleted.

*Click on **Yes** or **No**.*

If you answer *no*, you are returned to your document to delete the old text.

If an [EndDef] code does not exist for a table, an error message will appear, and you will be returned to your document. The same error message also appears if you have two [DefMark] codes for one [EndDef] code.

A table is generated for each [DefMark] code and an [EndDef] code is inserted at the end of each table.

When you edit a document, do not add text between the [DefMark] and [EndDef] codes. Every time you select a new numbering style for the table of contents, erase the old [DefMark] code or the table will be generated twice.

Using the mouse:

Tabs [TAB]

Tab stops have been preset for every five spaces. To move to a tab stop,

1 Press **Tab** to insert a tab.

To set and/or clear tab stops, use the Tabs option on the Line Format key (see Tab Set in this section).

The Tab key inserts a code into your document that is seen by the printer as an exact measurement.

In a math document, Tab works like the Tab Align feature. Numbers are aligned on the decimal point or current alignment character.

Press **Tab** in the Outline feature to move to the next level of numbering.

Extended tabs

You can have up to 250 column positions in a line. This allows 250 possible tab stops. When you move past position 160, you are in extended tabs. Extended tabs have been preset for every 10 spaces beginning with position 160 (see Tabs, Extended in this section for details).

Tabs, Extended [E-Tabs:,]

You only need this feature if your right margin extends past position 160. Extended tabs have been preset for every 10 spaces beginning with position 160.

To change positions for extended tabs,

1 Press **Line Format** (Shift-F8) and select Extended Tabs (2) to display the Extended Tabs requester.

2 Enter the starting position number of the first tab. You can use a number from 150 to 250.

3 Enter the increment number. This sets the number of spaces between each tab.

Using the mouse:

*Highlight **Line** on the Format menu, then choose **Extended Tabs**.*

Text In/Out

The Text In/Out feature lets you save the document on your screen as an unformatted text file or import an unformatted text file into WordPerfect. Using this feature, you can import/export files to and from other programs, or use WordPerfect as a program text editor.

Using the mouse:

WordPerfect to Text File

When you want to save the document on your screen as an unformatted text file for use in another program, or prepare the document to send to an output device,

1 Press **Text In/Out** (Ctrl-F5) and select Save Text File (2).

*Highlight **Save** on the Project menu, then choose **Text File**.*

2 Enter a filename for the text file *or* press **Return** to use the displayed filename. All WordPerfect formatting codes are deleted from the document as it is saved.

*Click on **Accept**.*

Text File to WordPerfect

When you want to retrieve an unformatted text file into WordPerfect, use the Text In/Out feature.

1 Press **Text In/Out** (Ctrl-F5) and select Retrieve Text File (1).

*Highlight **Retrieve** on the Project menu, then choose **Text File**.*

2 Enter a filename for the text file *or* press **Return** to use the displayed filename.

*Click on **Accept**.*

You can also use the Text In option on the List Files menu. For best results, you may want to reset your margins wider than those of the document which you are retrieving. This helps to preserve the current format of your document. For example, if your text is in an 80 column format, reset your left margin to 0 and your right margin to 85 before retrieving the text file.

DOS Text Printer (Printer F)

Printer F is automatically defined when you select printers (see Select Printers in this section), unless you change it. This printer will *print* a WordPerfect file to disk (using the filename TEXT.PRT) and preserve columns, centered text, footnotes, endnotes, headers, footers, etc., with space fill. These formats are normally deleted with Text In/Out.

To select Printer F,

Using the mouse:

1 Press **Print** (Shift-F7) and select Printer Control (3) to display the Printer Control window.

*Choose **Control** on the Print menu.*

2 Select Change Print Options (1).

*Choose **Change Print Options**.*

3 Select Printer Letter (1).

*Choose **Printer Letter**.*

4 Type **f** to select printer F (DOS Text Printer).

*Choose **DOS Text Printer**.*

Now, when you print documents, they will be printed to disk in the file TEXT.PRT until you change the printer number again, or until you exit the Print program.

Thesaurus

A thesaurus helps you find the *right* word when just *any* word won't do. The WordPerfect Thesaurus displays synonyms (words with the same meaning) and other words that point to the same idea, and antonyms (words with the opposite meaning). And, unlike using a book thesaurus, WordPerfect quickly does the searching for you.

Like the Spell feature, the word list for the Thesaurus (TH.WP) comes on the Speller/Thesaurus diskette. Use a copy of the Speller/Thesaurus diskette, and save the original as a backup.

The Thesaurus can display as many as two words and their references at the same time, side-by-side.

Lesson 7 gives examples of using many of the Thesaurus features.

Terms

You should be familiar with the following three terms when using the Thesaurus.

Headword
A word that can be looked up in the Thesaurus.

Reference
A word or phrase found under a headword. References preceded by bullets (•) are headwords.

Subgroup
A group of references with the same connotation. Subgroups are numbered under the headword.

Starting the Thesaurus

Two disk drives
If you have two disk drives,

1 Replace the diskette in drive 1 with the Speller/ Thesaurus diskette.

2 Move the cursor to the word you want to look up.

If you want to look up a word which is not currently displayed, start the Thesaurus, select Look Up Word (3), then enter the word.

If the cursor is not on a word when you start the Thesaurus, you don't need to type 3, just enter the word.

3 Press **Thesaurus** (Alt-F1) to start the Thesaurus.

If you have not specified a path to the Thesaurus using the Set-up menu, a requester may ask you for the location of the Thesaurus (TH.WP). Enter the full path to the Thesaurus (e.g., DF1:TH.WP).

When you finish using the Thesaurus,

1 Select Exit (0) to return to your document.

2 Replace the Speller/Thesaurus diskette with your data diskette.

Using the mouse:

*Choose **Thesaurus** on the Special menu.*

*Choose **Exit**.*

Hard disk

If you have a hard disk,

1 Move the cursor to the word you want to look up.

If you want to look up a word which is not currently displayed, start the Thesaurus, select Look Up Word (3), then enter the word.

*If the cursor isn't on any word when you start the Thesaurus, you don't need to type **3**, just enter the word.*

2 Press **Thesaurus** (Alt-F1) to start the Thesaurus.

If you have not specified a path to the Thesaurus using the Set-up menu, a requester may ask you for the location of the Thesaurus (TH.WP). Enter the full path to the Thesaurus (e.g., WP:TH.WP).

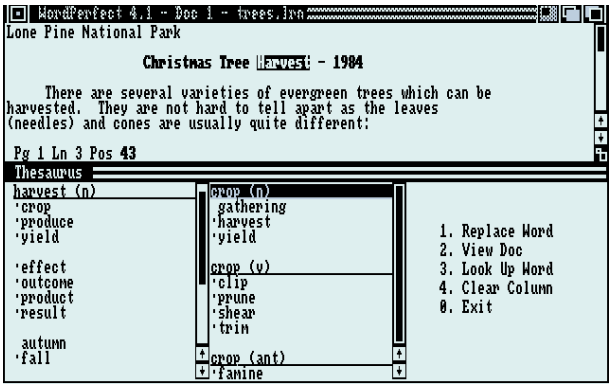
*Choose **Thesaurus** on the Special menu.*

When you finish using the Thesaurus,

1 Select Exit (0) to exit the Thesaurus.

Using the mouse:
Choose ***Exit****.*

Using the Thesaurus



A portion of the document window remains displayed above the Thesaurus window. The Thesaurus window is divided into two columns and a menu. The word in your document (in reverse video) or the word you look up becomes the headword for the first column.

If the headword you selected has very many synonyms (and/or antonyms), they may not all be displayed in a column. Use ↑ and ↓ (also with the Home key), the Page Up and Down keys, and the Screen Up key to move through a column. You can use ← and → to move between the two columns.

Click on the Scroll Bar, or drag the Scroll Box to move through the list, or click on a column to move to that column.

Some things to remember about the Thesaurus:

- Words are looked up in three ways:

Move the cursor to the word before starting the Thesaurus.

Enter the word from the Look Up Word option on the Thesaurus menu.

While using the Thesaurus, move the cursor to a headword and press **Return**.

- Use the View Doc option (2) if you need to see more context.
- Nouns(n), verbs(v), adjectives(a), and antonyms (ant) are separated under each headword.
- Each headword will have either an "a," "n," "v", or "ant" next to it in the column to indicate whether the headword is an adjective, noun, verb, or antonym.

Cursor keys

The following keys can be used to move around in the Thesaurus:

← or →
Move to either column prior to making selections.

↑ or ↓
Move up or down in the current column to highlight words.

Home, Home, ↑ or ↓
Move to the first or last subgroup in a column.

Page Up or Page Down
Move the column up or down.

Screen Up
Moves the column up or down.

Using the mouse:

Double-click on a headword.

Top Margin [Top Mar:]

The top margin is preset to one inch (6 lines or 12 half-lines). You can use the Top Margin feature to change the top margin setting.

Using the mouse:

1 Move the cursor to the very beginning of the page where you want the new top margin to start.

2 Press **Page Format** (Alt-F8) and select Top Margin (5) to display the Top Margin requester.

*Highlight **Page** on the Format menu, then choose **Top Margin**.*

3 Enter the new top margin (in half-lines).

4 Select Exit (0) to exit the Page Format menu.

The top margin is not indicated on the screen. You may use the Reveal Codes feature to see the top margin code.

Resetting the top margin affects headers and footers, but *not* the number of text lines on a page. For example, if you have a 2-inch top margin, and have not adjusted the number of text lines to 48, you will not have a bottom margin. Whenever you change the top margin, use the Page Length option on the Page Format menu to adjust the number of lines on the page.

If you set your lines per inch to 8, WordPerfect still counts the top margin setting in units of 6 lines per inch.

If you wish to have automatic page numbering on line 5 instead of line 7 (as is normally the case) you should change your top margin to 8 half-lines (4 lines) and change the number of text lines to 56.

If your forms are hand-fed, the printer will assume your paper is rolled in one inch. You should feed the paper into the printer until the print head is one inch down. If the top margin is less than one inch, the printer will start printing at the print head. If it is more than one inch, or if the page is centered, the printer will move down one inch less than it would otherwise.

Typeover

WordPerfect is initially set for the Insert typing mode. As you type, the existing text is *pushed forward* and automatically reformatted.

You may type over existing text by using the Typeover feature.

1 Move the cursor to the front of the text you want to typeover.

2 Press **Ins** or **0** (num pad) to begin typing over text. "Typeover" is displayed on the status line.

3 Type the new text. As you type, characters are replaced, but codes are pushed in front of the text.

4 Press **Ins** or **0** (num pad) to end typing over text.

When you use the Border Draw feature, the Typeover feature is on.

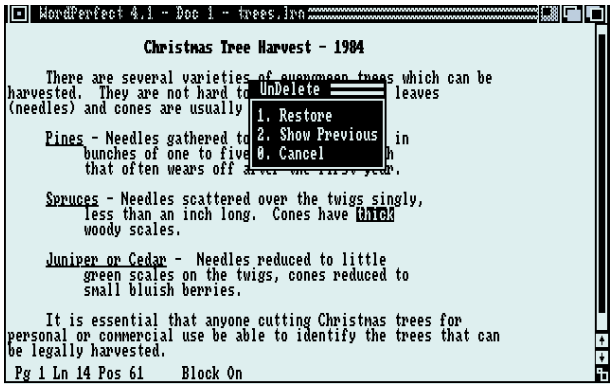
Using the mouse:

*Choose **Typeover** on the Edit menu.*

*Choose **Typeover** on the Edit menu.*

Undelete

WordPerfect saves up to three deletions. A deletion is any group of characters erased without moving the cursor. There is no limit to the number of characters saved, and *all* Delete features are included (Delete, Delete EOP, Block Delete, etc.).



When you want to retrieve deleted text, move the cursor to the place where you want to insert the text, then

1 Press **Cancel** (F1) to display the Undelete menu. The text you last deleted is highlighted at the cursor position in the document window.

2 Select Restore (1) to restore the highlighted text or Show Previous Deletion (2) to display the previous deletion, then select Restore.

You can display the last three deletions by continuing to select the Show Previous Deletion option.

Using the mouse:

*Choose **Undelete** on the Edit menu.*

*Choose **Restore** or **Show Previous**.*

When new text is erased, the oldest deletion is removed from memory. If there is no more room in memory or on disk to save a deletion, you are asked if you want to delete the text without saving it.

If you type **n**, the deletion is cancelled. If you type **y**, the deletion is made, but not backed up.

Using the mouse:

*Click on **No** or **Yes** in the requester.*

Underline [U][u][Undrl Style:]

You can underline text as you type, or underline existing text using the Block feature. In addition, you can choose from four styles of underlining.

Underlining

To underline as you type,

1 Press **Underline** (F8) to begin underlining. Notice that the Position number on the status line is underlined.

2 Type the text you want underlined.

3 Press **Underline** to end underlining.

You can use the Reveal Codes feature to see the [U] at the beginning of the text and the [u] at the end of the text.

Block Underline

You can also underline a block of text. Use the Block feature to define the text, then press **Underline** (F8).

Underlining styles

There are four basic styles of underlining available — single, double, continuous, or non-continuous. To change the underlining style:

1 Press **Print Format** (Ctrl-F8) to display the Print Format menu, then select Underline Style (4).

2 Select an underlining style (1, 2, 3, or 4).

Non-continuous does not underline tabs, flush rights, or indents; continuous does. Both styles underline spaces.

3 Select Exit (0) to exit the Print Format menu.

Both single and double underlining appear on the screen as single underlining.

Check your printer manual to see if your printer supports double underlining.

Using the mouse:

*Choose **Underline** on the Style menu.*

*Choose **Underline** on the Style menu.*

*Choose **Underline** on the Style menu.*

*Highlight **Print** on the Format menu, then choose **Underline Style**.*

Choose an underlining style.

Widow/Orphan [W/O On][W/O Off]

A *widow* is the first line of a paragraph appearing by itself on the last line of the page. An *orphan* is the last line of a paragraph appearing by itself on the first line of a page.

You can use the Widow/Orphan feature to avoid widows and orphans. Place your cursor at the beginning of the document, or at the point where you want Widow/Orphan protection to begin, then

Using the mouse:

1 Press **Page Format** (Alt-F8) and select Widow/Orphan (A).

*Highlight **Page** on the Format menu, then choose **Widow/Orphan**.*

2 Type **y** to begin Widow/Orphan protection.

3 Select Exit (0) to exit the Page Format menu.

You can use **Reveal Codes** (Alt-F3) to see the Widow/Orphan code.

*Choose **Reveal Codes** on the Edit menu.*

The initial WordPerfect setting is for no Widow/Orphan protection.

You may turn Widow/Orphan protection on and off as many times as you wish in the document.

Use the Conditional End of Page feature for subject headings, and the Block Protect feature for paragraphs of three lines or less.

Word Search

Use the Word Search feature when you want to select all the files from the List Files window that contain one or more specific words.

Using the mouse:

1 Press **List Files** (F5).

*Choose **List Files** on the Project menu.*

2 Press **Return** to display all the files in the current drive or directory.

*Click on **Accept**.*

When the files are displayed in the file list,

3 Select Word Search (9) to display the Word Pattern requester.

*Choose **Word Search**.*

At this point you can enter one or more words (20 characters maximum). Uppercase and lowercase letters are considered to be the same. If a phrase contains a space, comma, semicolon, single quotation mark, or double quotation mark, it needs to be enclosed in quotes.

You can use the question mark (?) and the asterisk (*) characters to create a pattern. The following are a few examples:

book

Select all files that contain the word *book*.

d?sk

Select all files that contain words that match the *d?sk* pattern (e.g., desk, disk, dusk).

"replace disk*"

Select all files that contain phrases such as *replace disks* and *replace diskette*.

The question mark matches a single character. The asterisk matches zero or more characters up to a Hard Return.

After entering the word(s) or pattern, WordPerfect searches through all the files for any that contain the text, then displays them in a List Files window.

Logical operators

You can also combine words or word patterns with logical operators when doing a Word Search.

Semicolon (;) *or* **space**
Select files that have both words (AND).

Comma (,)
Select files that have either word (OR).

A few examples of Word Search using logical operators follow:

Bill;Sue

Select all files that contain both Bill *and* Sue.

Bill,Sue

Select all files that contain either Bill *or* Sue.

Bill,Sue Ted

Select all files that contain either Bill *or* Sue *and also* Ted.

WordPerfect performs the operations from left to right in the Word Search string.

Installation

Introduction

This section contains explanations for installing WordPerfect on your computer, initializing and copying diskettes, and selecting printers. Step-by-step instructions are provided so that even those new to computers can install WordPerfect. When you have questions:

- Try to duplicate the problem.
- Check the documentation. If you have trouble with a particular feature or you need help performing a task, look in the index for references to that topic. You can also use the Help key to learn about specific features.
- Contact your dealer.
- Call WordPerfect Corporation's Customer Support. Please be at your computer when you call. The support numbers are: (800) 321-5906 and (801) 226-6800. Our customer support lines are answered from 8:00 a.m. to 5:00 p.m., Mountain Standard Time, Monday through Friday. The peak calling period is between 11:00 a.m. and 3:00 p.m.

  In Canada, residents of Ontario and Quebec call (800) 267-1731. Residents of all other provinces call (800) 267-9205.

Steps

Installing WordPerfect involves the following steps:

1 Complete the check list
2 Boot your computer
3 Copy diskettes
4 Check your printer
5 Start WordPerfect
6 Select printers
7 Exit WordPerfect

1 Complete the check list

The following check list helps you organize information and materials needed to install WordPerfect. Your dealer should be able to help you answer these questions.

What kind of disk system are you using?

☐ Hard disk drive.
☐ Two disk drives.

What is the brand name of your printer? _____

If you have more than one printer attached to your computer, which printer will you use most often? _____

Is your printer parallel or serial?

☐ Parallel.
☐ Serial.

If your printer is serial, obtain the following information from either your dealer or your printer manual:

Baud rate _____
Parity (none, odd, even) _____
Stop bits (1 or 2) _____
Data bits (7 or 8) _____

How is paper (forms) fed to the printer?

☐ Continuous.
☐ Hand-fed.
☐ Sheet feeder.

If you have a sheet feeder, obtain the following information from either your dealer or your sheet feeder manual:

Brand name _____
Number of paper bins (1, 2, or 3) _____
Number of extra lines between pages _____
Column position of left edge of paper _____

The last two items may be found by trial and error

Is the same printer used for different kinds of forms? (y or n)

For example, will you sometimes hand-feed stationery or envelopes to a printer that is generally used for continuous forms?

Check the following items to be sure that your WordPerfect package is complete. You will need these to install and run WordPerfect.

☐ 4 diskettes: WP, Print, Speller/Thesaurus, and Learn.
☐ WordPerfect user's manual.
☐ Keyboard template.
☐ Quick Reference.
☐ Keycals (for the Amiga 1000).
☐ Customer Registration Card.

Return the Customer Registration Card to qualify for technical support from WordPerfect Corporation. Keep the stub of the Customer Registration Card as your permanent record of the registration number.

You will need the following additional items before installing WordPerfect:

☐ 5 blank diskettes and labels (two disk drive system).
☐ 1 blank diskette and label (hard disk system).

Answer the following questions about your computer.

- Have you hooked up your computer and printer? (y or n)
- Do you know how to care for diskettes? (y or n)
- Do you know where the Shift, Caps Lock, Return, and Backspace keys are located on your keyboard? (y or n)

The Backspace key is used to erase mistakes as you type.

*Whenever you see **Enter** followed by bolded text in this manual, type the bolded text, then press **Return**.*

2 Boot your computer

Before you can install WordPerfect, you need standard Workbench 1.2 and Kickstart 1.2 diskettes.

Two disk drives

1 Turn on the computer.

If the screen displays the Kickstart diskette,

2 Insert the Kickstart diskette into drive 0 (the drive in the computer) with the label side up, metal end first.

When the screen displays the Workbench diskette,

3 Replace the Kickstart diskette in drive 0 with the WP diskette (or just insert the WP diskette into drive 0).

Hard disk

1 Turn on the computer.

If the screen displays the Kickstart diskette,

2 Insert the Kickstart diskette into drive 0 (the drive in the computer) with the label side up, metal end first.

When the screen displays the Workbench diskette,

3 Replace the Kickstart diskette in drive 0 with the Workbench diskette (or just insert the Workbench diskette into drive 0).

3 Copy diskettes

If you have two disk drives, write the following titles on 5 diskette labels and place them on 5 blank diskettes.

WP
Print
Speller/Thesaurus
Learn
Data (to be used in Lesson 8)

If you have a hard disk, write **Data** on a disk label and place it on a blank disk.

Two disk drives

If you have two disk drives, you can copy the diskettes from either the Workbench or the CLI, depending upon what appears on the screen at this point.

Workbench
If the Workbench is displayed on the screen,

1 Make sure the WP diskette is in drive 0.

2 Insert the diskette *you* labeled "WP" into drive 1.

3 Using the mouse, point to the WP icon on the screen and drag it on top of the icon for drive 1 (i.e., DF1:BAD).

Warning: Be sure to insert a blank disk into drive 1; any files on the diskette will be overwritten by the WP files.

A Disk Copy requester appears on the screen. Since WP (the Source diskette) is already in drive 0 (df0:) and the blank diskette (the Destination diskette) is already in drive 1 (df1:) you are ready to begin copying.

4 Click on **Continue**. Copying begins.

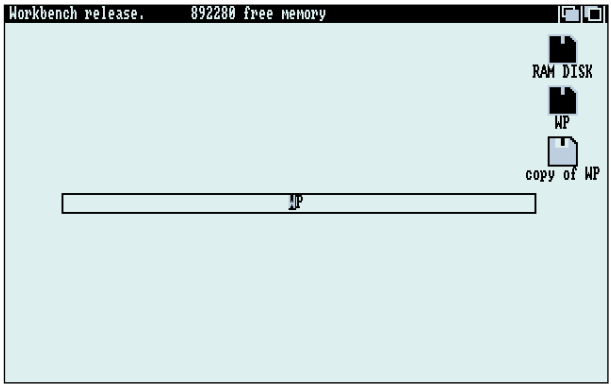
When copying is complete, the new copy will be named "Copy of WP."

5 Remove the original WP diskette from drive 0.

6 Click on the "Copy of WP" icon to select it.

7 Choose **Rename** from the Workbench menu.

8 Press **Del** until the cursor covers the "W."



9 Press **Return**.

Repeat these steps for the remaining pairs of disks. Insert the original disks into drive 0 (df0:) and the corresponding disk you labeled into drive 1 (df1:).

From now on, any reference to the WP, Print, Speller/ Thesaurus, or Learn diskettes refers to the *copies* and not the original disks that came with the WordPerfect package. Store the original disks for backup in case one of the copies is damaged.

To initialize the Data diskette,

1 Insert the disk you labeled "Data" into drive 1.

2 Select the disk icon by clicking on it.

3 Choose **Initialize** on the Disk menu.

A requester appears asking you to insert the disk into drive 1.

4 Click on **Continue**.

Another requester appears asking you to confirm the initializing.

5 Click on **Continue**.

The disk drive light will go out before the disk is completely initialized. DO NOT remove the disk at this point. Wait a few seconds (about 10), until the drive light turns back on, then off a second time. Then remove the disk.

When the disk is initialized, the icon will say "Empty."

CLI
If the CLI is displayed on the screen,

1 Make sure the WP diskette is in drive 0.

2 Enter **diskcopy from df0: to df1:** to make a copy of the original WP diskette.

*Be sure to press **Return** after typing the command.*

3 Insert the diskette *you* labeled WP in drive 1.

4 Press **Return** to start the disk copy.

The copying is complete when the message "Disk Copy Finished" appears on the screen.

Repeat these steps for the remaining pairs of disks. Make sure you start the steps for each disk copy with the original WP diskette in drive 0. After entering the diskcopy command, insert the original disks into drive 0 (df0:) and the corresponding disk you labeled into drive 1 (df1:).

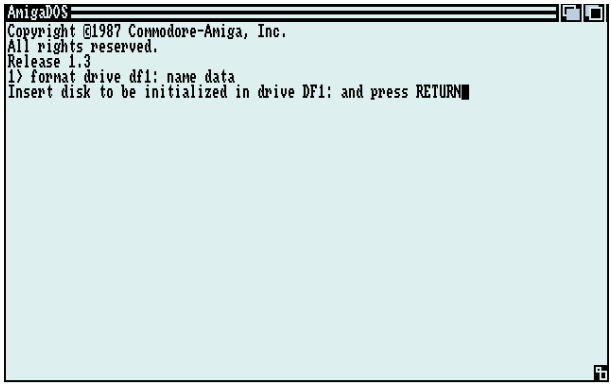
From now on, any reference to the WP, Print, Speller/ Thesaurus, or Learn diskettes refers to the *copies* and not the original disks that came with the WordPerfect package. Store the original disks for backup in case one of the copies is damaged.

To initialize the Data diskette,

1 Insert the disk you labeled "Data" into drive 1.

2 Enter **format drive df1: name data** to initialize the disk and name it "Data."

You are instructed to insert the disk into drive 1.



3 Press **Return** since the Data diskette is already in drive 1.

Initializing begins.

The disk drive light will go out before the disk is completely initialized. DO NOT remove the disk at this point. Wait a few seconds (about 10), until the drive light turns back on, then off a second time. Then remove the disk.

When the disk is initialized, the CLI prompt (1>) will return to the screen.

Hard disk

We assume that your hard disk is formatted and that the necessary AmigaDOS files have been copied onto the hard disk. Now you are ready to create directories and copy the WordPerfect program onto your hard disk.

Create WP and Print subdirectories
To begin installing WordPerfect on a hard disk, create a WP subdirectory.

If the CLI is displayed on the screen, skip to step 4. If the Workbench is displayed on the screen, make sure the Workbench diskette is in drive 0.

1 Using the mouse, double-click on the Workbench icon.

2 Double-click on the System drawer.

3 Double-click on the CLI icon.

If no CLI icon appears in the window, go into Preferences and set the CLI setting to "On."

The CLI appears on the screen.

4 Replace the Workbench diskette in drive 0 with the WP diskette.

5 Enter **makedir *volume name of hard disk*:wp** to create a WP subdirectory on the hard disk.

6 Insert the Print diskette, then enter **makedir *volume name of hard disk*:print** to create a PRINT subdirectory on your hard disk.

The *volume name of hard disk* part of the pathname represents the name you have given your hard disk.

Copy WP and Print files into subdirectories
Now copy the WP files.

1 Enter **copy wp:wp#? *volume name of hard disk*:wp** to copy all the WP files into the WP subdirectory.

2 Enter **copy wp:#?.wp *volume name of hard disk*:wp** to copy more system files into the WP subdirectory.

3 Enter **copy wp:libs/wp#? libs:** to copy the libraries directory into the necessary position.

If you run your computer from the Workbench,

4 Enter **copy *volume name of hard disk*:empty.info *volume name of hard disk*:wp.info** to give the WP subdirectory an icon.

Copy Print and Speller/Thesaurus files into subdirectory

Copy the files on the Print and Speller/Thesaurus diskettes onto the hard disk.

1 Replace the WP diskette in drive 0 with the Print diskette.

2 Enter **copy print: #? *volume name of hard disk*:print** to copy the Print program files into the PRINT subdirectory.

3 Replace the Print diskette in drive 0 with the Speller/Thesaurus diskette.

4 Enter **copy spell.thes: *volume name of harddisk*:wp** to copy the Speller/Thesaurus files into the WP subdirectory.

Create a Learn subdirectory

Make a Learn subdirectory on the hard disk for the Learn files.

1 Replace the Speller/Thesaurus diskette in drive 0 with the Learn diskette.

2 Enter **makedir *volume name of hard disk*:wp/learn** to create a Learn subdirectory.

3 Enter **copy learn: *volume name of hard disk*:wp/learn** to copy the Learn files into the Learn subdirectory.

Assign WordPerfect
To enable WordPerfect to access the necessary system files, type the following commands:

1 Enter **assign wp:** ***volume name of hard disk*****:wp** to assign the WP volume to the WP subdirectory.

2 Enter **assign t:** ***volume name of hard disk*****:t** to assign the T volume to the T subdirectory.

3 Enter **assign print:** ***volume name of hard disk*****:print** to assign the Print volume to the PRINT subdirectory.

These three "Assign" commands need to be put in your startup-sequence in order for WordPerfect to work correctly from a hard disk.

Assign Learn
Whenever you want to use the Learn files on your hard disk, you need to assign Learn before starting WordPerfect.

1 Enter **assign learn:** ***volume name of hard disk*** **:wp/learn** to assign the Learn volume to the WP/ LEARN subdirectory.

Initialize Data
To initialize the Data diskette from the Workbench,

1 Replace the Learn diskette in drive 0 with the diskette you labeled "Data."

2 Using the mouse, select the disk icon by clicking on it.

3 Choose **Initialize** on the Disk menu.

A requester appears asking you to insert the disk into drive 0.

4 Click on **Continue**.

Another requester appears asking you to confirm the initializing.

5 Click on **Continue**.

The disk drive light will go out before the disk is completely initialized. DO NOT remove the disk at this point. Wait a few seconds (about 10), until the disk light turns on, then off a second time. Then remove the disk.

When the disk is initialized, the icon will say "Empty."

To initialize the Data diskette from the CLI,

1 Replace the Learn diskette in drive 0 with the diskette you labeled "Data."

2 Enter **format drive df1: name data** to initialize the disk and name it "Data."

You are instructed to insert the disk into drive 0.

3 Press **Return** since the Data diskette is already in drive 0.

Initializing begins.

The disk drive light will go out before the disk is completely initialized. DO NOT remove the disk at this point. Wait a few seconds (about 10), until the drive light turns back on, then off a second time. Then remove the disk.

When the disk is initialized, the CLI prompt (1>) will return to the screen.

4 Check your printer

Take a few minutes to be sure that your printer is working. As part of this test, your printer should print out additional information about your computer and the WordPerfect package. This information is located in the README file on the WP diskette.

Be sure your printer cable is plugged into the correct port, plugged into the wall, switched on, on-line, and paper is loaded before you print.

Workbench

With the Workbench on the screen and the WP diskette in drive 0,

1 Using the mouse, double-click on the WP icon.

2 Double-click on the System drawer.

3 Double-click on the CLI icon.

If no CLI icon appears in the window, go into Preferences and set the CLI setting to "On."

The CLI appears on the screen.

4 Enter **copy wp:readme prt:** to print the README file.

CLI

With the CLI on the screen and the Learn diskette in drive 0,

1 Enter **copy wp:readme prt:** to print the README file.

If your printer does not print now, it will not print when you are in WordPerfect. Displaying the README file on the screen may provide some answers. With the wp diskette in drive 0, enter **type wp:readme prt:** from the CLI prompt to display the contents of this file on the screen. Press **Ctrl-s** to stop the screen, and press any key to continue. (You can also hold down and release the right mouse button to stop and start scrolling.) See Printer Troubleshooting in the Printing Guide for more help.

5 Start WordPerfect

The selection of printers takes place within WordPerfect. The following steps guide you through starting WordPerfect (from either the Workbench or the CLI) prior to selecting printers.

Workbench

With the Workbench displayed on the screen, follow the instructions below.

Two disk drives

If you have a two disk drive system,

1 Insert the WP diskette into drive 0.

2 Using the mouse, double-click on the WP disk icon, then double-click on the WordPerfect icon to start WordPerfect.

You are now in WordPerfect and a clear document window is displayed. You are now ready to start typing.

Hard disk

If you have a hard disk,

1 Using the mouse, point to your hard disk icon and double-click the Select button. A window with a WP drawer is displayed.

2 Double-click on the WP drawer. A window with a WordPerfect icon is displayed.

3 Double-click on the WordPerfect icon and a clear WordPerfect document window is displayed.

CLI

With the CLI displayed on the screen, follow the instructions below.

Two disk drives

If you have two disk drives,

1 Insert the WP diskette into drive 0.

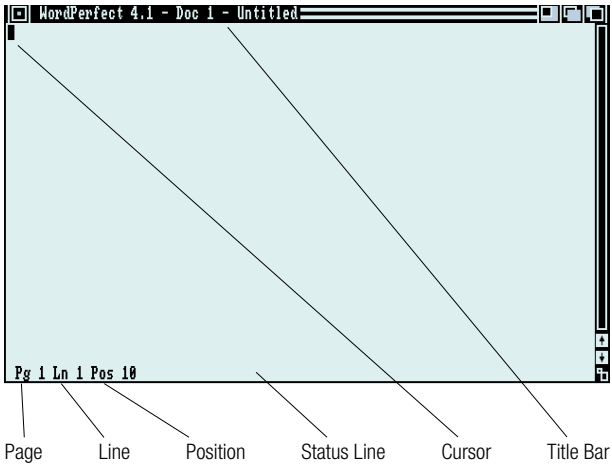
2 Enter **wp** to start WordPerfect.

Hard disk

If you have a hard disk,

1 Enter **cd wp:** to change to the WP directory.

2 Enter **wp** to start WordPerfect.



6 Select printers

This step introduces WordPerfect to your printers so that they can perform as a team. You can select up to 6 printers. From within WordPerfect, you can change to any printer that has been selected and is currently connected to your computer.

Using the mouse:

1 Press **Print** (Shift-F7) and select Printer Control (3) to display the Printer Control menu.

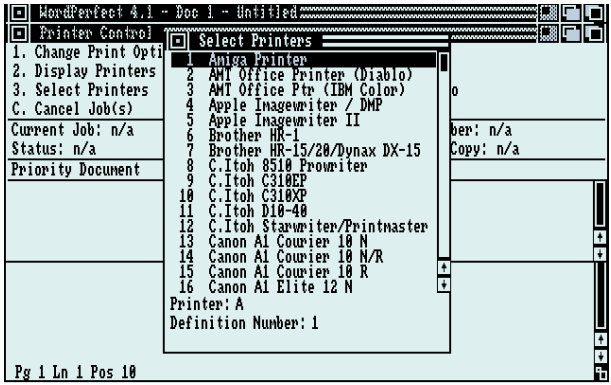
*Choose **Control** on the Print menu.*

2 Insert the Print diskette into drive 1 if you have two disk drives.

3 Select the Select Printers option (3) to display an alphabetical list of printer definitions.

*Choose Select **Printers**.*

*If you have already selected your printers, you need to press **PgDn**, then press **Return** to display an alphabetical list of printer definitions.*



The list includes the current printer definitions supported by WordPerfect with the printer letter at the bottom of the list.

Using the mouse:

Printers marked with an asterisk (*) have been loaned to WordPerfect Corporation for a short time, and are returned to the manufacturer after a printer definition has been created. Because the printers are unavailable for testing user problems, we do not offer toll-free telephone support.

When you first enter the Select Printers list, the printer letter is A. You can use ← and → to move from printer letter to printer letter (A through F). When you stop at the printer letter you want to define,

4 Use ↑ and ↓ to move through the list until the correct printer definition is highlighted, then press **Return**.

Use the Scroll Bar to move through the list, then click on the highlighted printer definition.

5 Select the correct destination.

Choose an option.

Selecting Printer (1) sends print jobs to the printer connected to either the parallel or serial port on your computer. The port used is determined by your printer selection in Amiga Preferences.

Selecting Device or File (2) lets you specify any device or filename. If you enter a filename, your print job will be sent to a file on disk (see Printing to Disk in the Reference section for details).

6 Indicate how paper will be fed to your printer.

Choose an option.

If you select Hand-fed (single sheet) forms (2), WordPerfect assists you in printing the individual pages (see Forms in the Reference section).

If you select Sheet Feeder (3), additional settings and the type of sheet feeder are requested. Use the initial settings, then try printing. If there are problems, use the Select Printers option again to adjust the settings.

If you select Sheet Feeder (3), additional settings and the type of sheet feeder are requested. Use the initial settings, then try printing. If there are problems, use the Select Printers option again to adjust the settings.

If there is not a selection listed for your sheet feeder, use the PRINTDEF program to enter the control codes for ejecting a page, selecting bins, and inserting a sheet (see Printdef Program in the Printing Guide for details). These codes can be found in your sheet feeder manual.

7 Enter the number of copies you want this printer to print.

8 Enter the binding width for this printer.

See Binding Width in the Reference section for an explanation of that feature.

Every time you print using this printer, it will automatically print the number of copies and use the binding width you have entered. If you want to print a different number of copies or use a different binding width, you can temporarily change these default settings using the Change Print Options option on the Printer Control menu.

9 Type **y** to save the printer definition.

You are returned to the Select Printers list, and the printer letter has advanced by one. You may continue to select as many as 6 printers (A through F).

10 Press **Exit** (F7) to exit the Select Printers window.

Using the mouse:

*Click on **Yes**.*

Click on the Close gadget in the Select Printers window.

"Do you want to copy your printer selections to small files?" appears in a requester. If you say yes, the printer definitions you selected are copied to a separate file. Then if you need to select printers again, only the definitions you selected will appear in the list. (The entire list will still be accessible, but you will have to reselect all your printer definitions to get to it.) Copying the definitions to small files does not save any space on your disk. It only shortens the list of printer definitions that appears if you select printers again. If you say *no* at this requester, the next time you select printers the entire list of definitions will appear.

Using the mouse:

11 Type **y** or **n**.

Click on ***Yes*** *or* ***No****.*

For more information on selecting printers, see *Selecting Printers* in the *Printing Guide*.

7 Exit WordPerfect

When you finish using WordPerfect, you must exit properly before turning off the computer.

1 Press **Exit** (F7), then type **n** to exit from WordPerfect without saving the file.

2 Type **y** to exit WordPerfect.

When you see the Workbench or the CLI prompt, you have exited WordPerfect.

You may now turn off your machine or load another program.

Using the mouse:

*Choose **Exit/Restart** on the Project menu, then click on **No**.*

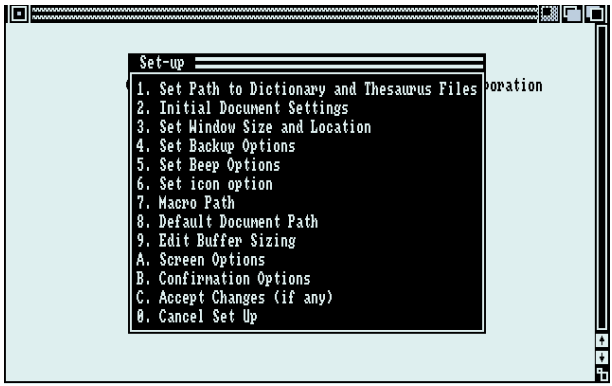
*Click on **Yes**.*

Set-up menu

The Set-up menu is accessed from the CLI and helps you set up WordPerfect to fit your needs. From a CLI prompt:

1 Enter **wp -s**. After a few moments, the Set-up menu appears.

*Be sure to press the **Space Bar** before typing **-s**.*



Using the mouse:

When you finish using the Set-up menu,

2 Select Accept Changes (C) to accept any changes you have made and enter WordPerfect, or select Cancel Set-up (0) to ignore any changes and enter WordPerfect.

*Choose **Accept Changes** or **Cancel Set-up**.*

A description of each option on the Set-up menu follows.

Set path to Dictionary and Thesaurus files

Use this option if the Speller and/or Thesaurus are not in the default drive/directory. You can also specify where the supplementary dictionary file is to be kept.

When this option is selected (or chosen, using the mouse), three successive requesters appear, asking for the full path to the dictionary file (LEX.WP), the supplementary dictionary file (SUP.WP), and the thesaurus file (TH.WP). Enter the full path to each of these files.

Set initial settings

Using the mouse:

WordPerfect is supplied with preset formats designed to meet the needs of most users. We strongly recommend that you use WordPerfect as supplied long enough to become familiar with it before you consider changing the initial formats. Also keep in mind that formatting problems might occur in documents created under one set of initial format settings and then retrieved under another.

When this option is selected, the following menu appears:

	Feature	Initial Settings
1	**Line Format**	Tabs/E-Tabs/Margins/Spacing/ Hyph/Align Char
2	**Page Format**	Pg # Pos/Pg Length/Top Margin/ Pg # Col Pos/W/O
3	**Print Format**	Pitch/Font/LPI/Right Just/ Underline/SF Bin #
4	**Date**	Date Format
5	**Insert/Typeover**	Insert/Typeover Mode
6	**Mark Text**	Paragraph Number Definition
7	**Footnote**	Footnote/Endnote Options
8	**Escape**	Set "n"
9	**Screen**	Set Auto-rewrite
A	**Return to Main menu**	

Select an option. In most cases a submenu will appear from which you can select the feature you want to change. Enter any new values when asked to do so.

Set window size and location

Use this option to change the size and position of the document windows that WordPerfect opens.

When you select this option, a requester appears asking if you want to change the default window size.

1 Type **y** for yes or **n** for no.

*Click on **Yes** or **No**.*

If you answer yes, a WordPerfect document window appears.

2 Using the mouse, size the window to the dimensions and move it to the location you want, then press **Exit** (F7).

Set Backup Options

WordPerfect includes two automatic backup features: Timed and Original. Timed Backup saves a copy of the document you are currently working on at regular intervals. Original Backup saves a copy of the last version of a document when you resave a document after editing it.

When you select the Backup option on the Set-up menu, you are asked for the number of minutes you want between each backup.

1 Enter the number of minutes you want between each backup. For example, entering 10 would set WordPerfect to back up the document every ten minutes.

You are asked to specify a directory for the backup files.

2 Enter the full path to the directory where you want the timed backup files stored.

The Backup feature will not work correctly unless you specify the full path to the directory where you want backup files stored. Also, you should use volume names in your path (e.g., Learn:, Data:) and not device names (e.g., df0:, df1:). If you have two disk drives, DO NOT direct these files to the WP: volume.

Once you have entered a path for the backup files, you are asked if you want to turn on the Original Backup feature.

Using the mouse:

3 Type **y** for yes or **n** for no.

*Click on **Yes** or **No**.*

Timed Backup

When you want to safeguard against losing large amounts of text from the document on your screen due to a power outage, machine failure, or rebooting while WordPerfect is running, use the Timed Backup feature.

WordPerfect automatically saves the document on your screen at timed intervals in a temporary file. If you have more than one document window open, only the documents that have been modified since the last backup will be backed up.

Backups are saved in temporary files named {WP#}___.BK! where # is the number of the document window that is being backed up. (For example, {WP1}___.BK! is the filename for the document 1 window, {WP2}___.BK! for the document 2 window) These files stay on your disk when you have a machine or power problem, but are deleted by WordPerfect when you exit properly.

When you restart WordPerfect after a machine or power problem, a requester appears telling you that a backup file(s) already exists. The requester explains that unless you delete or rename the existing backup file(s), the file(s) will be overwritten the next time WordPerfect tries to backup a document.

1 Press **Return** to exit the requester.

*Click on **OK**.*

The List Files window is automatically opened with only the backup file(s) displayed in the file list. You can use the List Files menu to delete or rename the backup file(s).

Original Backup

Original Backup is useful when you are editing documents that you have previously saved to disk. This feature saves the original file each time you replace it with the one you are currently editing. The original is renamed to *filename*.BK!, where *filename* represents the name of the original file. As you continue replacing the same file, the .BK! file is replaced with the *new* original file. The .BK! files stay on your disk, even when you exit properly from WordPerfect.

For example, you retrieve the file LETTER to your screen, add a paragraph of text, then replace the file on disk with the one on your screen. The file with the new paragraph is named LETTER, while the original file without the paragraph is named LETTER.BK!.

To retrieve the original backup file, rename it from List Files (do not use .BK! for an extension), then use the Retrieve key or the Retrieve option on the List Files menu.

Set Beep Options

WordPerfect can *beep* (the screen flashes) on a search failure, when an error occurs, or when hyphenation needs to take place.

When you choose this option, three successive requesters appear asking if you want beeps for these three features. Type **y** for yes or **n** for no in each requester.

Using the mouse:

*Click on **Yes** or **No**.*

Set Icon Option

When you save a document in WordPerfect, two files are created: a document file and an *info* file. The *info* file is used only by the Workbench to display the file's icon. WordPerfect adds ".info" to the end of the filename to distinguish the *info* file from the document file. You can delete the *info* file and still retrieve the document file into WordPerfect, but the file will not have an icon on the Workbench.

The Set Icon Option lets you set WordPerfect so it does not create an *info* file. When you select Set Icon Option (6) from the Set-up menu, you are asked if you want info files created when you save files in WordPerfect. Type **n** for no if you do not want info files created.

If info files are not currently being created in WordPerfect, then you can use this option to have info files created when WordPerfect document files are saved.

Using the mouse:

*Click on **No** in the requester.*

Options for Starting WordPerfect

You can use WordPerfect startup options to automatically perform such tasks as setting backup intervals, starting a macro, and changing the size of the document edit buffer each time you start WordPerfect.

CLI

With the CLI on your screen, you may enter WP with any of the following options:

WP
WP -b *number of minutes*
WP *filename*
WP -m *macroname*
WP -s
WP -w *edit buffer size in Kb*

-b *number of minutes* sets the automatic backup option to save the document(s) in memory to the backup file(s) {WP#}___.BK!. (# represents the number of the document window being backed up.) Use the -s option to permanently set the backup option.

filename automatically retrieves a file into WordPerfect as soon as it starts.

-m *macroname* starts the named macro when WP comes up.

-s brings up the Set-up options menu (see Set-up menu in this section).

-w *edit buffer size in Kb* lets you set the size of the edit buffer used in WordPerfect. The default (and minimum) is 16Kb. You should realize, however, that increasing the size of the edit buffer will decrease the number of windows you can open at one time, the number of print jobs you can queue up, etc.

Any of these options may be combined (e.g., **WP -b 15 -m START filename** would set the backup time to 15 minutes, begin a macro named START, and retrieve the *filename* file into WordPerfect).

Workbench

From the Workbench,

1 Using the mouse, click once on the WordPerfect disk icon to highlight it.

2 Choose **Info** on the Workbench menu, and the Info window is displayed.

Look at the Tool Types insertion bar. If there is any text in it, click on the **Add** button to the right of the bar to add to that text. If you want to delete the text already there, click on the **Del** button.

3 Click inside the Tool Types insertion bar, and a cursor is displayed.

4 Using all uppercase letters, enter one of the following:

BACKUP TIME= *NUMBER OF MINUTES*

STARTUP MACRO= *MACRONAME*

WORK AREA= *EDIT BUFFER SIZE IN KB*

The BACKUP TIME option works the same as the -b startup option explained above under "CLI" (*NUMBER OF MINUTES* represents the interval between each backup in minutes, e.g, 10=ten minutes). The STARTUP MACRO option works like -m (*MACRONAME* represents the name of the macro you want automatically started). The WORK AREA option works the same as the -w (*EDIT BUFFER SIZE IN KB* represents the size of the edit buffer, e.g., 64=64,000 bytes).

You can combine any of these options by entering one in the Tool type insertion bar, clicking on the **Add** button, then entering another.

When you have entered the option(s) you want,

5 Click on the **Save** button at the bottom of the window, and you are returned to the Workbench.

6 Double-click on the WordPerfect icon to start WordPerfect and any of the startup options you entered.

Appendix

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Memory and Overflow Files

WordPerfect uses a minimum configuration of editing space. Of the 512Kb required to run WordPerfect, WP (the program file) uses about 250Kb. Remaining memory is used for other documents and applications.

Overflow files

That part of the document which doesn't fit into the edit buffer is spilled into *overflow* files on the WP diskette until all available disk space is used. This means you can increase potential edit space by increasing memory and/or disk space.

The overflow files are named {WP #}___.TVT for overflow above the cursor in the document window specified by #, and {WP#}___.BVT for overflow below the cursor in the document window specified by #.

The overflow files can be directed into a different drive/directory (they reside in T: by default). See T: in this section for instructions on how to do this.

Special Characters

WordPerfect can display all of the characters available with your Amiga computer (foreign characters, symbols, etc.). Then, if your printer has the capability, you can print those characters. You can do this by assigning characters to keys in WordPerfect. This technique is called *keyboard mapping*.

WordPerfect also supports Commodore keyboard mapping. This lets you make use of the standard Amiga keys which come already mapped to the Amiga. This keyboard mapping is described in the README file (found on the Learn diskette) and in your Amiga manual.

Special characters on the screen

WordPerfect lets you assign special characters to your keyboard without having to give up any of the characters already present. This is done by combining the Ctrl or Amiga key with the letter keys A-Z. For example, you can assign ñ to Ctrl-n and Ñ to Amiga-n. We have left the mapping to you so you can decide the combination that is easiest for you to remember.

The following steps can be done in a macro, allowing you to change your keyboard at any time.

To assign the characters to your keyboard,

Using the mouse:

1 Press **Screen** (Ctrl-F3), then select Ctrl/Amiga Keys (2) to display the Control/Amiga Character Mapping requester.

*Highlight **Screen** on the Special menu, then choose **Ctrl/Amg Map**.*

The requester includes all available characters at the bottom of the screen.

2 Press the combination (Ctrl A-Z or Amiga A-Z) you want to define. (You must hold down the Ctrl or Amiga key while striking the desired letter.)

Find the character in the table at the bottom of the screen and determine the *decimal value* assigned to it.

3 Enter the decimal value.

Continue this process until all needed characters have been assigned (these can be changed at any time).

4 Press **Exit** (F7) to exit the Ctrl/Amiga Character Mapping window.

To display a mapped character on the screen, press the key combination.

To change a mapped character back to being "Undefined," press the key combination and enter **0**. If the mapped character was originally a standard Amiga key, entering 0 will return that key to that status.

Using the mouse:

*Click on **Accept**.*

Special characters at the printer

When you select a printer, you are telling the computer which *printer definition* to use when printing. When sending a document to the printer, WordPerfect uses this *printer definition* to change its codes into commands that the printer understands.

Included with each printer definition are eight predefined fonts, each of which includes a *character table* that is used to get the character from the screen to the printer.

Some printers have the ability to print all the characters your computer can display. Many printers have most of the characters, but you may have to switch print wheels, thimbles, or font cartridges to get the characters you want.

You may be able to print a character that your printer doesn't have by inserting the codes to superimpose two other characters. For example, if your printer does not have an **ñ** but does have ~ and **n**, you can print one character, have the printer backspace, and then print the second character to achieve the same result.

For more information on printing special characters, see the Printing Guide.

Speller Utility

Use the Speller Utility to create dictionaries, add or delete words, display the common word list, or check the location of a word.

Starting the Speller Utility

Two disk drives
To start the Speller Utility,

1 Insert a data disk into drive 1.

The data disk is used when words are added to or deleted from a dictionary or word list. The disk may contain dictionaries, supplementary word lists, or files of words to be added or deleted. However, for the Speller Utility to work correctly, the disk should have as much empty space as possible.

2 Insert the Speller/Thesaurus diskette into drive 0.

If you are running from the Workbench,

3 Using the mouse, double-click on the Speller Utility icon to start the Speller Utility.

If you are running from the CLI, display the CLI prompt (1>), then

3 Enter spell to start the Speller Utility.

Hard disk
If you are running from the Workbench, open the drawer that contains the Speller Utility program, then

1 Using the mouse, double-click on the Speller Utility icon.

If you are running from the CLI, you must be in the directory where SPELL is located. This is generally the same directory that contains WP (WordPerfect program file).

1 Enter **spell** to start the Speller Utility.

The Speller Utility

When you start the Speller Utility, the Speller Utility window is opened. It has three mouse menus: Project, Add/Delete, and Look up. Each menu option has a function key equivalent.

Using the mouse:

Change/Create dictionary

You can change to or create another dictionary before using any of the other options in the Speller Utility.

1 Press **Change/Create** (Shift-F10) to begin changing or creating a dictionary.

*Choose **Change/Create** on the Project menu.*

A requester appears asking for the path name of the new dictionary.

2 Enter the name of the dictionary.

If you enter a dictionary name that does not exist, you will be asked if you want to create a dictionary. Type **y** to create a new dictionary.

*Click on **Yes**.*

Optimize dictionary

This option compacts and organizes a dictionary to make it run more efficiently. Use it after creating a new dictionary. Press **Return** to see subsequent screens full of words. Press **Cancel** (F1) to return to the menu.

Click in the window to see subsequent screens full of words.

You only need to use this option once for each dictionary you create. Words added to a dictionary after it has been optimized will be added in an optimized format.

Add words to dictionary

Using the mouse:

You can add words to either the main word list or to the common word list. Words to be added can be entered using existing files (SUP.WP, for example), or directly from the keyboard.

1 Press **Add to Common** (F9) or **Add to Main** (Shift-F9) to add words to either the common word list or the main word list.

*Choose **Add to Common** or **Add to Main** on the Add/Delete menu.*

Either the Add to Common or Add to Main window is opened, and the Project menu has four new options on it. You can now type the words you want added, or press **Retrieve** (Shift-F10) to retrieve a file of words. If you are typing words, separate each word with a space or a Hard Return (Return).

*Choose **Retrieve Text File** on the Project menu.*

Once you have typed or retrieved all the words you want added,

2 Press **Update Dictionary** (F10) to add all of the words to the main word list or common word list.

*Choose **Update Dictionary** on the Project menu.*

Be sure to enter all files and words from the keyboard before using Update Dictionary, as the process takes about 20 minutes regardless of how many words are being added.

Words added to the common word list are automatically added to the main word list.

If you want to clear the window, press **Clear** (Shift-F7).

*Choose **Clear Buffer** on the Project menu.*

When you want to return to the Speller Utility screen,

3 Press **Exit** (F7).

*Choose **Exit** on the Project menu or click on the Close Box.*

Delete words from dictionary

Using the mouse:

You can delete words from either the main word list or the common word list. Words to be deleted can be entered from existing files or directly from the keyboard.

1 Press **Delete from Common** (Alt-F9) or **Delete from Main** (Ctrl-F9) to delete words from either the common word list or the main word list.

*Choose **Delete from Common** or **Delete from Main** on the Add/ Delete menu.*

Either the Delete from Common or Delete from Main window is opened and the Project menu has four new options on it. You can now type the words you want deleted, or press **Retrieve** (Shift-F10) to retrieve a file of words. If you are typing words, separate each word with a space or a Hard Return (Return).

*Choose **Retrieve** on the Project menu.*

Once you have typed or retrieved all the words you want deleted,

2 Press **Update Dictionary** (F10) to delete all of the words from the main word list or common word list.

*Choose **Update Dictionary** on the Project menu.*

Be sure to enter all files and words from the keyboard before using Update Dictionary, as the process takes about 20 minutes regardless of how many words are being deleted.

Words deleted from the main word list are automatically deleted from the common word list.

If you want to clear the window, press **Clear** (Shift-F7).

*Choose **Clear Buffer** on the Project menu.*

When you want to return to the Speller Utility screen (and main menus),

3 Press **Exit** (F7).

*Choose **Exit** on the Project menu or click on the Close Box.*

Display common word list

To view the words in the common word list,

1 Press **Display Common** (F8).

You can scroll down through the list by pressing **Return**. You cannot scroll up through the list.

Using the mouse:

*Choose **Display Common** on the Look up menu.*

Click anywhere in the window.

Check location of a word

You can see if a word is included in either the common or main word lists.

1 Press **Check Location** (Shift-F8).

2 Enter the word you want to check.

Requesters will tell you if the word is found in the common word list and/or the main word list.

*Choose **Check Location** on the Look up menu.*

Look up Word

This option works the same as the Look Up option on the Not Found menu, which appears when the Speller is running.

1 Press **Look up Word** (Alt-F8), and a requester appears asking for a template.

2 Enter a word template. You can use an asterisk (*) to represent 0 or more letters and a question mark (?) to represent one letter.

The matching words are displayed.

*Choose **Look up Word** on the Look up menu.*

Phonetic Look up

This option is similar to the Look up Word option.

1 Press **Phonetic Look up** (Ctrl-F8), and a requester appears asking for a template.

*Choose **Phonetic Look up** on the Look up menu.*

2 Enter a word template. You can use an asterisk (*) to represent 0 or more letters and a question mark (?) to represent one letter.

Words that sound like the template are displayed.

Exiting the Speller Utility

To exit the Speller Utility,

1 Press **Exit** (F7), and you are returned to the CLI or the Workbench.

Using the mouse:

*Choose **Exit** on the Project menu, or click on the Close Box.*

T:

T: is the directory where the temporary files created in WordPerfect are found. This directory is assigned to RAM.

If you want to redirect the T: directory to another volume, start WordPerfect by booting with the WP diskette.

1 Press **List Files** (F5).

2 Enter **df0:s** to display the directory where STARTUP-SEQUENCE is located.

3 Highlight the **STARTUP-SEQUENCE** file.

4 Select Text In (5) to retrieve the text file into WordPerfect.

5 Move the cursor to the line that says "Assign T: RAM:T."

6 Press **Del** until the text is deleted.

7 Move the cursor to "Makedir ram:t."

8 Press **Del** until the text is deleted.

9 Type **assign t:** ***pathname*** where *pathname* is any volume you want T: assigned to.

10 Press **Text In/Out** (Ctrl-F5) and select Save Text File (2).

11 Press **Return** to accept the filename displayed.

12 Type **y** to replace the file.

Using the mouse:

*Choose **List Files** on the Edit menu.*

*Click on **STARTUP-SEQUENCE**.*

*Choose **Text In**.*

*Highlight **Save** on the Project menu, then choose **Text File**.*

*Click on **Accept**.*

*Click on **Yes**.*

You are returned to the WordPerfect document window. You need to reboot so these changes take effect immediately.

13 Press **Exit** (F7), type **n**, then type **y** to exit WordPerfect.

Turn off the computer, wait 30 seconds, and turn it on again.

Whenever WordPerfect tries to access any temporary files, you will be prompted to insert the volume you assigned.

Using the mouse:

*Choose **Exit/Restart** on the Project menu. click on **No**, then on **Yes**.*

WordPerfect and AmigaDOS

The **Amiga D**isk **O**perating **S**ystem (**AmigaDOS**) is software that directs the flow of data between disk drives and your computer. Without an operating system, your computer can do nothing.

Using the mouse:

Booting AmigaDOS

In this manual, *booting* means to load the Workbench or AmigaDOS (the CLI) into memory. This must be done before any other program can be used, including WordPerfect.

If you run your Amiga from the CLI, the CLI prompt will appear after you boot.

AmigaDOS and WordPerfect are two entirely different software products. Enough AmigaDOS has been copied onto the WP diskette to let you boot using this diskette.

If you are having problems formatting, copying, filing, and in some cases printing, the problems may be occurring with AmigaDOS and not with WordPerfect.

New CLI

If you are working in WordPerfect and need to quickly execute an AmigaDOS command (e.g., FORMAT), you can press **New CLI** (Ctrl-F1) without exiting WordPerfect. (See New CLI in the Reference section for details.) However, you should never switch off the machine without first exiting the CLI, returning to WordPerfect, then properly exiting WordPerfect.

*Choose **New CLI** on the Project menu.*

Organizing disks

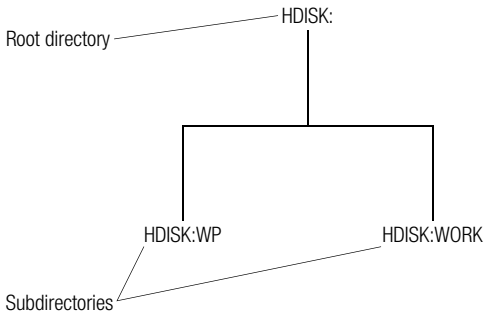
Disks should be organized in such a way that each contains similar data (one for each client, each class of students, personal correspondence, etc.)

Hard disks are divided into a root directory and many subdirectories which are ideal for file organization. Floppy disks can have subdirectories also.

On the Workbench screen, subdirectories are represented visually by drawer icons.

Root directory
Every disk (hard or floppy) has a *root* directory designated by a name followed by a : (colon). An example of this is HDISK: as the root directory for a hard disk.

Subdirectories can be created from the root directory with no limit on the number of filenames. A subdirectory of the root is simply a name following the colon (e.g., WP:LEARN or HDISK:WP).



Parent directories
Each subdirectory has a parent and can in turn be a parent to several subdirectories of its own. For instance, on a hard disk, you can keep WordPerfect system files in one subdirectory, and personal files in another. The subdirectory for your personal files could then become a parent directory to other subdirectories for correspondence, billing, and complaints.

Full pathnames
At times, you may be asked to specify a *full pathname*. A full pathname includes the root and any subdirectory names. For example, "HDISK:WP" is the full pathname of the WP subdirectory. When you want to retrieve a file from a directory other than the one in which you are currently working (the default directory), you must enter the full pathname of the file. Slashes (/) are used to separate the filename from the rest of the path (i.e., HDISK:WP/LESLIE) and to separate subdirectories within subdirectories (i.e., HDISK:WP/WORK/MIKE).

Naming files
Every operating system has its own rules for naming files. AmigaDOS allows up to thirty characters in each filename. Any characters except the following can be used to create a filename:

/ : * ? #

Spaces should be avoided in filenames. Never end a filename with a space.

International characters
AmigaDOS allows foreign characters (all non-graphics characters above ASCII 32) in filenames.

Naming systems
You should develop a system for naming documents which gives you a clue to the contents of the file. For example, SMITH.LETTER or JONES.LETTER is much more descriptive than LETTER.1 or LETTER.2.

Backup
Many people and companies have strict daily backup procedures. Some even use fire-proof vaults to keep their backup diskettes and cartridges safe from theft and natural disaster.

To minimize losses due to power and machine failures, WordPerfect has a *Timed Backup* feature. (See Set-up in the Installation section and Backup in the Reference section for details.) However, this feature does not insure against lost work due to damaged or worn out disks.

Be sure to make copies of all your disks. This procedure is explained in your *Introduction to the Amiga* manual.

Good housekeeping
Backup brings up the subject of keeping often-used disks free from outdated and seldom used files. You can use the Look option on the WordPerfect List Files menu to quickly check the contents of each file on a diskette or subdirectory. Delete outdated files and copy seldom-used and questionable files to an *archive* diskette. Well-organized, up-to-date diskettes and hard disks keep backup time to a minimum, and program speed at a maximum.

Startup-sequence
The startup-sequence holds a sequence of AmigaDOS commands that are executed each time you boot your computer. The startup-sequence must reside in the root directory.

WordPerfect Files

WP diskette

WP	WordPerfect program.
HELP.WP	Contains help files (Help key).
WP.LIBRARY	Contains general routines used in WordPerfect.
WPDAT.OVLY	Variable overlay file.
WPFRM.OVLY	Format menus overlay file.
WPMCL.OVLY	Math and Columns overlay file.
WPRNG.OVLY	Range and Mark Text overlay file.
WPTHS.OVLY	Speller and Thesaurus overlay file.
README	Contains the latest update information for WordPerfect.

Other files are created by WordPerfect (these are created on the drive where WP is located).

{SYS}.PRT	Contains all information about selected printers.
{SYS}___.WP	Contains all the defaults for WordPerfect.

These temporary files are created by WordPerfect and placed on the T: volume.

{WP#}___.SPC	Reserves working space. If your disk fills up, WordPerfect uses this space to help get you out of trouble.
{WP}.PRT	List of document names sent to the printer.
{WP#}___.#	File sent from the screen to the printer.
{WP#}___.BVT	Bottom overflow file for the document window specified by #.
{WP#}___.TVT	Top overflow file for the document window specified by #.
{WP#}___.UND0	Contains deleted text that is recoverable using the Undelete key.
{WP#}___.UND1	2nd level of Undelete.
{WP#}___.UND2	3rd level of Undelete.

This backup file is created on the T: volume.

{WP#}___.BK!	Timed backup file for the document window specified by #.

This backup file is created where the document is saved.

filename.BK!	Original backup file.

Speller/Thesaurus diskette

LEX.WP	Main and common word lists (dictionary).
SPELL	Speller maintenance utility.
TH.WP	Thesaurus program.

This file is created where LEX.WP is located.

SUP.WP	Supplementary word list (dictionary).

Print diskette

FEED.PRT	Contains sheet feeder definitions.
FONT.PRT	Contains all font definitions.
PRINTER.PRT	Contains all printer definitions.
PRINTDEF	Printer Definition program—used to create/edit printer, font, and sheet feeder definitions.
PRINT	Print Program
README	Contains the latest update information on the files on this diskette.
PRINTER.TST	Used to test printer definitions.
FONT.TST	Used to test font definitions.
PS.TST	Used to test proportionally spaced fonts.
PSHM1.TST	Printer test document.
PRINTER2.TST	Printer test document.

Learn diskette

The files on this diskette are used with the lessons in the Learning section.

Glossary/Index

Glossary

Alphanumeric
Composed of letters and numerals. In the List Files window, WordPerfect sorts filenames alphanumerically.

AmigaDOS
The **Amiga D**isk **O**perating **S**ystem. An operating system is software that directs the flow of information between the computer and disk drives. Either AmigaDOS or the Workbench must be running before you can start WordPerfect.

ASCII
American **S**tandard **C**ode for **I**nformation **I**nterchange is one of the standard formats for representing characters so that files can be shared between programs. A DOS Text File is in ASCII format.

Back gadget
A gadget you click on to move a window behind other windows. The Back gadget is located in the upper-right corner of a window.

Backspace
A key on your keyboard that deletes the character to the left of the cursor.

Backup
To copy files for safekeeping.

Baud
The rate of speed (referred to as baud rate) at which information is sent between two computer devices. It is used, for example, when sending files to serial printers or across modems.

Binding Width
Shifts text to the right on odd numbered pages and to the left on even numbered pages.

Bit
A **bi**nary digi**t**, the smallest storage unit for data in a computer.

Boot
To start your computer. The Startup and Workbench (or AmigaDOS) software is loaded into your computer's memory and executed.

Buffer
A temporary data storage area used by computers and some printers.

Byte
The amount of space needed to store a single character (number, letter, or code). A byte generally represents eight binary digits (bits). For example, if a character requires one byte of storage space, that one byte is translated to eight bits when processed in the computer. 1024 bytes equals one **k**ilo**b**yte (**Kb**).

Carriage Return
The return of the printhead (or wheel) to the beginning of the next line. In word processing, the cursor returns from the end of one line to the beginning of the next. This can be accomplished manually by pressing the **Return** key, or automatically by allowing WordPerfect to *wrap* the line (see Word Wrap).

Choose
To pick a menu option by either pressing the Menu button and highlighting a pull-down menu option, then releasing the menu button with the option still highlighted, or by pointing to a displayed menu option, then clicking the Select button.

CLI
The AmigaDOS command-driven interface.

CLI Prompt (>)
The *greater than* symbol that lets you know your computer is ready for a CLI command.

Click
To point to something on the screen using the mouse, then press and release the Select button.

Close
To remove a window or requester.

Close gadget
A gadget you click on to close a window. The Close gadget is located in the upper left corner of a window.

Codes
Symbols that control how documents appear on the screen and/or at the printer. Most WordPerfect functions insert codes into a document. These codes may change the appearance of text in a document window. They appear as special symbols (usually in brackets) in the Reveal Codes window.

Continuous forms
Perforated computer paper that is fed automatically into a printer.

Cursor
A marker that designates the position on the screen where text will be inserted or deleted.

Default directory
The directory where files will automatically be saved to and retrieved from unless another directory is specified.

Default drive
The drive where files will automatically be saved to and retrieved from unless another drive is specified.

Defaults
The startup settings of WordPerfect (sometimes referred to as *initial* or *factory* settings). The initial format, printer, etc., may be changed, but will be reset to the default each time the program is started. (If you do not like a WordPerfect default setting, you can change it permanently using the Set-up menu.)

Destination disk
The disk you want to copy to.

DIR
A command that can be typed at the CLI prompt to display a list of filenames from a disk or directory. A <DIR> in the List Files window designates a directory name.

Directories
Used to organize files on disks (particularly hard disks) much the same as files are organized in file folders. The Workbench drawers are the visual representation (icon) of directories.

Disk drive
A device that records and *plays back* information much the same as a tape deck records and plays back music.

Disk hierarchy
A disk contains one or more directories; directories contain files; files contain pages or records; records contain fields; fields contain lines; lines contain words, and words contain characters.

Disk (floppy disk, diskette)
The flat, removable object that slips into a disk drive. The computer records and retrieves information from the disk (also called a volume).

Document
A file created using WordPerfect.

Document window
The window (or windows) used in WordPerfect to create documents.

Double-click
To press and release the Select button on the mouse twice in rapid succession.

DOS
See AmigaDOS.

Drag
To move an icon, gadget, window, or screen by pointing to the item you want to move, pressing the Select button, moving the mouse, then releasing the Select button. To drag an item, you must point to the correct location in the item before pressing the Select button. See your Amiga manual for details.

Drawer
A Workbench icon that can be used to store groups of files. A drawer is the visual representation (icon) of a directory.

Editing
The cycle of proofing, correcting, and improving a previous draft of a document.

Error Messages
Messages that appear on your screen telling you of a problem.

Factory Settings
See Defaults.

Filename
The name you select for saving and retrieving a WordPerfect document.

Font
A print style. A dot matrix or laser printer may have a number of built-in fonts, as well as font cartridges that can be inserted into the printer. Impact printers have print wheels or thimbles that can be changed.

Form feed
The action performed when the platen rolls one sheet of paper through the printer.

Format
A collective term for margins, spacing, pitch, page length, and, in general, the visual appearance of the printed page.

Front gadget
A gadget you can click on to move a window in front of other windows. The Front gadget is located in the upper right corner of a window.

Gadget
Any graphic item you use with the mouse to communicate with windows and requesters. Examples of gadgets are Scroll Bars, Sizing gadgets, and Close gadgets.

Hand fed
The process of hand feeding single pieces of paper into the printer, one page at a time.

Hard disk (Fixed disk)
A specially coated metal disk that may be encased in a separate housing from the computer and may have its own power supply. Generally, more information can be stored on a hard disk, and at a much faster rate, than on a *floppy* disk.

Hardware
Anything you can touch, e.g., your computer and printer.

Headword
A word that can be looked up in the Thesaurus.

Hyphenation
Dividing words to keep lines about the same length. This improves the appearance of the printed page.

Icon
A visual representation of a file, program, directory, etc., used in the Workbench.

Initial settings
See Defaults.

Input
Communication *to* your computer, e.g., anything typed on the keyboard, retrieved from a disk, or received over a modem.

Justification (Right Justification)
Adjusts character spacing in a line to create an even right margin (like newspaper print).

Kb (Kilobyte)
1024 bytes of information or storage space.

Kickstart disk
A disk required to boot an Amiga 1000 computer.

Line feed
The action performed when the platen rolls a sheet of paper forward through the printer. A *reverse line feed* is when the platen rolls a sheet of paper backward through the printer.

Lines per Inch (lpi)
The number of lines per vertical inch on a printed page. You can change the spacing of text lines in WordPerfect from 6 lpi (default) to 8 lpi.

Macro
A special file that remembers a series of keystrokes to be used later.

Memory (RAM)
The *working space* or temporary storage for the program you are using and the document on your screen. Memory is erased when the power is turned off.

Menu
A list of options on the screen from which you can select or choose a particular function or command.

Menu button
The right-hand button on the Amiga mouse.

Merge (mail-merge)
Inserts fields, files, and keyboard input into specific places in a form to automate and personalize letters, mailing labels, mass mailings, order forms, contracts, etc.

Monitor (CRT)
The screen on which you see characters and codes entered from the keyboard.

Output
Communication *from* your computer, e.g., that which is printed, sent to disk, shown on your screen, etc.

Overflow files
Temporary files that use disk space to store part of the document on the screen when it won't fit in memory.

Page break
The separator between the end of one page and the beginning of another. In WordPerfect, a page break is designated on screen by a broken line the width of the screen. The page break indicates the number of lines that will be printed on the page (text lines), not the length of the paper (form length).

Parallel printer
A type of printer that is plugged into the parallel (printer) port on the back of your Amiga computer.

Perfory
The rows of holes along the sides of continuous forms which allow the paper to be used with a tractor feeder.

Pitch
Number of characters per inch. Pica and Elite are 10 and 12 pitch, respectively.

Platen
The roller on a printer that moves paper forward or backward to perform line feeds, reverse line feeds, and form feeds.

Point
To position the pointer over an item on the screen by moving the mouse.

Pointer
The graphic item that moves on the screen when you move the mouse.

Pop-out menus
Submenus that *pop out* to the side of options on the mouse pull-down menus.

Port
A connection device between a computer and another component like a printer or modem. For example, a printer cable is plugged into a port on the computer so information can be sent to the printer. Ports are either serial or parallel.

Proportional spacing
Varies the spacing between printed characters in relation to character widths.

RAM
Random **A**ccess **M**emory is the area in computer memory that can be used to store information temporarily. Information is stored in RAM only while the computer is on. If the computer is turned off, or power is interrupted in any way, all information stored in RAM is lost.

RAM Drive (Virtual or Dynamic Drive)
Uses memory (RAM) as if it were a disk drive.

Requester
A graphic rectangle that opens on the screen when the computer needs to communicate with you. You must click on a gadget (usually a button), or enter the required information to close a requester.

Return key
The key that is pressed to send a command to the computer or end a line of text.

Reverse video
Displaying text with the foreground and background colors switched to the opposite of their normal settings.

Right Justification
See Justification.

ROM
Read **O**nly **M**emory is the area of computer memory that is used to permanently store the information vital to computer operation. You cannot write to ROM memory. It is permanent and will not be lost when the computer is turned off.

Scrolling
Moving through a document that is longer and/or wider than a document window.

Scroll arrows
The arrows located at the top and bottom of a Scroll Bar. Click on either Scroll arrow to move up or down one line at a time through a document.

Scroll Bar
A gadget located to the right of a window, used to move through a document.

Scroll Box
The solid box located within a Scroll Bar that can be dragged to move the cursor through a document.

Select
To activate a menu option by pressing a key(s) on the keyboard, as opposed to using the mouse.

Select button
The left-hand button on the mouse.

Serial printer
A type of printer that is plugged into the serial (communications) port at the back of your computer.

Sheet feeder
A device that feeds single sheets of cut paper (paper without perforation) into your printer.

Sizing gadget
The gadget located in the lower right corner of a window that you can drag to size the window.

Slider
A gadget you can drag along a continuum to change the value (or range) of something.

Software
Instructions that make computer hardware perform specific jobs.

Source disk
The disk you are copying from.

Submenu
A menu that is displayed after selecting or highlighting an option from another menu. The mouse pop-out menus are submenus.

Status line
The bottom line in a document window that is used to communicate information to you.

String
A sequence of characters. For example, a special printer command that requires several characters is a string. You enter a string of characters and/or codes when using the Search feature.

Title bar
The top line of a screen or window that displays the screen or window title. You can move a window by pointing to the title bar, pressing the Select button, then moving the mouse. In WordPerfect, the title bar displays the filename of the file you retrieve into the window. The title bar also displays a number indicating which document window you are in.

Tractor feed
A device that feeds continuous paper to a printer by means of tractor wheels turning through the perfory.

User files
Files created and saved using a program such as WordPerfect.

Word Wrap
A word processing feature that automatically ends a line when the text reaches the right margin. Word wrap eliminates the need to press the **Return** key until you come to the end of a paragraph, short line, or command.

Workbench
A program that lets you direct the flow of information between the computer and disk drives, start programs, and organize files. It serves the same purpose as the CLI (AmigaDOS interface), but it is driven using the mouse and graphics rather than keystrokes and text commands.

Write protect
A condition whereby information can be *retrieved from* but not *saved to* a disk. You can write protect a diskette by opening the write protect hole in the upper corner of the disk.

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